



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 11/9/2020 **In control:** Board of Supervisors

On agenda: 12/15/2020 **Final action:** 12/15/2020

Title: Chief Administrative Office, Procurement and Contracts Division, recommending the Board authorize the Purchasing Agent to execute the First Amendment to Agreement 4513 with Mother Lode Van & Storage, Inc., updating the scope of work to allow County departments to use the moving services permitted under the Agreement without formal approval from the Chief Administrative Office, Facilities Division; change the contract administrator from the Chief Administrative Office, Facilities Division, to the Chief Administrative Office, Procurement and Contracts Division, for county-wide utilization; and increase the not-to-exceed amount by \$120,000 for a total not-to-exceed amount of \$192,000 to cover as-needed services through the end of the Agreement on February 17, 2022 with no change to the fee schedule.

FUNDING: General and Non-General Funds.

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - 4513 Amendment I, 2. B - 4513 AMD I CRS Approval, 3. C - 4513 FE Agreement

| Date | Ver. | Action By | Action | Result |
|------------|------|----------------------|----------|--------|
| 12/15/2020 | 1 | Board of Supervisors | Approved | Pass |

Chief Administrative Office, Procurement and Contracts Division, recommending the Board authorize the Purchasing Agent to execute the First Amendment to Agreement 4513 with Mother Lode Van & Storage, Inc., updating the scope of work to allow County departments to use the moving services permitted under the Agreement without formal approval from the Chief Administrative Office, Facilities Division; change the contract administrator from the Chief Administrative Office, Facilities Division, to the Chief Administrative Office, Procurement and Contracts Division, for county-wide utilization; and increase the not-to-exceed amount by \$120,000 for a total not-to-exceed amount of \$192,000 to cover as-needed services through the end of the Agreement on February 17, 2022 with no change to the fee schedule.

FUNDING: General and Non-General Funds.

DISCUSSION / BACKGROUND

The County of El Dorado utilizes moving services and modular furniture disassembly, inventory, removal, reinstallation services, and collection and disposal services.

The services are currently used by various County facilities both on the East Slope and West Slope of El Dorado County. The initial contract amount was estimated at \$72,000 for a two (2) year period. Currently, the County has expended approximately \$71,000, leaving approximately \$1,000 remaining on the contract. Based on use over the past several months, the Department is estimating increased services totaling \$120,000 broken down by \$94,000 for county-wide moving services, modular furniture disassembly, removal and reinstallation and \$26,000 for surplus collection and hauling. As a result, staff is requesting to increase the not-to-exceed amount by \$120,000 for a new not-to-exceed

amount of \$192,000 to cover potential as-needed services through the end of the contract term.

The County has seen an increased need for moving services and modular furniture disassembly and reinstallation as many offices have needed to be reconfigured due to COVID requirements. The County does not have the resources to break down cubicles and reassemble them. The need for surplus services has also increased as the County has emptied out surplus buildings such as the old District Attorney buildings and the old Sheriff Admin building.

Finally, the amendment also takes out the requirement of approval from the Chief Administrative Office, Facilities division for any County moves. Often times departments have small needs related to moving furniture. There is not a need for Facilities to be involved in these types of moves. By removing this requirement, this process will become more efficient and allow departments flexibility around smaller moves. Facilities will continue to be involved in any significant reconfigurations or office moves and will be utilizing Mother Lode to help with these projects.

ALTERNATIVES

Departments could seek services from several different vendors to cover services by Mother Lode Van & Storage, however this could cost more in the long run.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION / COMMENTS

Approve as recommended.

FINANCIAL IMPACT

Departments typically budget for their own moving needs within their individual department budgets. Often times, one time moves are covered with salary savings as these moves are sometimes unanticipated. Payments for surplus disposal are paid for out of Procurement and Contracts.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

N/A

CONTACT

Michele Weimer, Procurement and Contracts Manager