



# County of El Dorado

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## Legislation Text

File #: 09-1044, Version: 1

Chief Administrative Office, Procurement and Contracts Division, recommending the Board: (1) Make findings that it is more economical and feasible to contract out relocation services in accordance with Section 3.13.030 of the County Ordinance Code; (2) Award request for proposal (RFP) 09-961-056 for relocation services on an "as requested" basis countywide to Valley Relocation & Storage of West Sacramento, Movers, Inc. of Benicia, and S.R. Moving and Storage of West Sacramento; and, (3) Authorize the Purchasing Agent to execute contracts for same for a three year term, in an amount not to exceed \$100,000 each upon approval of County Counsel and Risk Management.

**FUNDING:** Funding is available within each requesting Department's services and supplies budget.

BUDGET SUMMARY:		
Total Estimated Cost		\$300,000.00
Funding		
Budgeted	\$300,000.00	
New Funding	\$	
Savings	\$	
Other	\$	
Total Funding Available	\$300,000.00	
Change To Net County Cost		\$

**REASON FOR RECOMMENDATION:** At the request of the General Services Department, now reorganized under the Department of Transportation, the Procurement and Contracts Division issued a Request for Proposals for relocation services. These services are necessary for the relocation of County offices and are critically important at this time as the County is terminating a number of real property leases. Relocation services are coordinated with and administered by the Property Division of the Department of Transportation. Each individual department is responsible for the cost associated with their individual departmental moves.

Multiple contracts are being recommended for award with the intent that for each individual move, awarded contractors will be invited to submit bids for a department specific move project. A work order will be issued to authorize one of the selected contractors to proceed with services. The awarded work order may be based on lowest bid, availability of a contractor to meet the County's time constraints, and/or capability of the contractor to perform relocation services given the complexity of the move.

In addition to posting the RFP on the Procurement and Contracts Division's website, fourteen (14) registered firms were notified of the open solicitation. Two (2) proposals were sent to local vendors. Eight (8) proposal responses were received; none from local vendors. Responses were received

from the following firms:

S.R. Moving and Storage - West Sacramento  
Grabel Commercial Services - West Sacramento  
Auburn Moving Company - Auburn  
Movers, Inc. - Benicia  
Valley Relocation and Storage - West Sacramento  
Ari 1 Moving and Storage - West Sacramento  
Mother Lode Van and Storage - Rancho Cordova  
Service West, Inc. - Sacramento

Proposal responses were initially evaluated by a team of personnel from the General Services and Development Services Departments, and then a second review from personnel in the Department of Transportation as a result of the General Services and Transportation Department merger. The evaluation criteria consisted of proposal content and presentation; compliance with administrative requirements; experience, qualifications, and work plan; and total cost. S.R. Moving and Storage, Movers, Inc., and Valley Relocation and Storage, were the firms selected whose proposal responses best meet the needs of the County.

The Board is being asked to make findings that it is more economical and feasible to contract out the needed services in accordance with Section 3.13.030 if the County Ordinance as the County does not have sufficient staff qualified to perform the services, nor the specialized equipment and vehicles necessary to relocate County personal property.

**FISCAL IMPACT/CHANGE TO NET COUNTY COST:** No Change in Net County Cost

**ACTION TO BE TAKEN FOLLOWING APPROVAL:** Following Board approval, and upon approval by County Counsel and Risk Management, the Purchasing Agent will execute the subject agreements and the Department of Transportation, Property Division will proceed with the coordination of relocation services for departments as needed.

**Contact:** Gayle Erbe-Hamlin, Purchasing Agent x5530

**Concurrences:** N/A