



Legislation Text

File #: 23-1316, **Version:** 1

Chief Administrative Office, Procurement and Contracts Division, recommend the Board:

- 1) Waive the competitive process for service agreements over \$100,000 in accordance with County's Procurement Policy Section 3.4.2(f), Exemption from Competitive Bidding due to the fact that the continuity of providers will provide efficiency;
- 2) Authorize the Purchasing Agent to execute Amendment I to Agreement for Services 7387 with Mother Lode Van & Storage, Inc. to increase compensation by \$175,000 for an amended not-to-exceed amount of \$250,000; and
- 3) Make findings that due to the specialty skills, qualifications, and equipment involved in the work performed under Agreement for Services 7387 it is more economical and feasible to contract out with a vendor in accordance with Chapter 3.13, Section 3.13.030, of the County Purchasing Ordinance.

FUNDING: General and Non-General Fund.

DISCUSSION / BACKGROUND

On February 10, 2023, the Purchasing Agent executed Agreement for Services 7387 with Mother Lode Van & Storage, Inc. for a one-year term so that the Procurement & Contracts Division could conduct a competitive Request for Proposals (RFP) for future moving services and modular furniture disassembly, inventory, removal, reinstallation services, and collection and disposal services for County surplus property on an as-needed basis. The competitive RFP is scheduled to be released in September 2023.

Due to the recent increase of office space moves within the County and several large moves, one of which is attributed to the acquisition of the new Ponderosa facility, County staff anticipate that another \$175,000 will be necessary to pay for anticipated services throughout the remaining term of the Agreement. Since the moving services are currently being scheduled, it would be extremely difficult to send out a competitive request for these services without disrupting the planned moves and facility transitions that will be necessary within the next couple of months. Therefore, the department is recommending the Board waive the competitive process for service agreements over \$100,000 due to the need to preserve the continuity of operations while these moves are scheduled and completed.

ALTERNATIVES

The Board could reject this amendment request and Procurement & Contracts Division staff could pursue a competitive solicitation for these services which would delay the planned moves until a new service provider was selected and awarded the resulting agreement for services. A delay in the move for Elections could have an impact on upcoming elections and further delay the renovations for the Courts at Building C.

PRIOR BOARD ACTION

N/A

OTHER DEPARTMENT / AGENCY INVOLVEMENT

CAO Facilities Division, County Counsel, Risk Management, and Human Resources.

CAO RECOMMENDATION

Approve as recommended.

FINANCIAL IMPACT

There is no change in Net County Cost. Each County department that uses this Agreement is responsible for ensuring that sufficient appropriations are included in their current Fiscal Year operating budget and will be included in future budgets.

CLERK OF THE BOARD FOLLOW UP ACTIONS

N/A

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Michele Weimer, Procurement and Contracts Manager

Laura Schwartz, Deputy Chief Administrative Officer