



## Legislation Text

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**File #:** 24-0139, **Version:** 1

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Chief Administrative Office, Procurement and Contracts Division, recommending the Board approve the following:

- 1) Make findings in accordance with Section 3.13.030(C) of the County Ordinance that due to limited time frames and the temporary or occasional nature of the work, there is a need to engage an independent contractor for as-needed moving services and surplus collection and disposal services;
- 2) Award competitive Request for Proposal 24-961-029 for as-needed moving services and surplus collection and disposal services to Mother Lode Van & Storage, Inc.;
- 3) Approve and authorize the Purchasing Agent to sign Agreement for Services 8415 with Mother Lode Van & Storage, Inc. in the not-to-exceed amount of \$200,000 for the period of February 18, 2024 through February 17, 2027 to provide as-needed moving services and surplus collection and disposal services as required by County departments; and
- 4) Authorize the Purchasing Agent to execute administrative amendments that do not change the term or not-to-exceed amount for Agreement for Services 8415, each amendment would be contingent upon County Counsel and Risk Management approval.

**FUNDING:** General and Non-General Funds.

### **DISCUSSION / BACKGROUND**

Procurement and Contracts Division sent out a competitive Request for Proposals (RFP) for moving services and surplus collection and disposal services on behalf of all County departments in accordance with the Board's Procurement Policy C-17. These services will be used for County department moves and reconfigurations, as well as surplus collection and disposal services. Over six hundred vendors were notified of the competitive opportunity and three vendors downloaded the RFP documents. One (1) proposal was received from Mother Lode Van & Storage, Inc. prior to the RFP due date and time.

The proposal was evaluated by various County staff to consider the firm's staff and team qualifications, proposed work plan and workload, cost (with prevailing wage rates), and references. Based on the results of the evaluation, Mother Lode Van & Storage, Inc. was notified of the County's intent to award competitive RFP 24-961-029 to their firm. Mother Lode Van & Storage was chosen as the best fit for their experience in coordinating large moving, disassembly and reassembly projects, including experience in moving evidence using a steel security band system with unique serial numbers on each that are locked onto each truck door after loading. The County has been contracting with Mother Lode Van and Storage, Inc. for moving services and modular furniture disassembly, inventory, removal, and reinstallation services for County departments both on the East Slope and West Slope since December 2009 and departments have been very satisfied with the services they have provided to date.

With your Board's approval of this request the County will contract with Mother Lode Van & Storage, Inc. for the above-mentioned services for a three-year period through February 17, 2027.

### **ALTERNATIVES**

The Board could reject this recommendation and request that the County solicit another competitive request or authorize an exemption to competition to provide for the County to contract with a different firm. Alternatively County Departments could seek services from vendors independently however the County may pay more for these services with this alternative.

**PRIOR BOARD ACTION**

N/A

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

County Counsel  
Human Resources  
Risk Management

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

Each County department that uses the requested 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**

Infrastructure

**CONTACT**

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