

County Of Sonoma Agenda Item Summary Report

Clerk of the Board Use Only
Meeting Date **Held Until**
 / / / /
Agenda Item No: **Agenda Item No:**
 _____ _____

Department: General Services

4/5 Vote Required

Contact:
Gene Clark

Phone:
(707) 565-2433

Board Date:
10/20/09

Deadline for Board Action:

AGENDA SHORT TITLE: Furniture and Office Equipment Moving Service.

REQUESTED BOARD ACTION: Authorize the Purchasing Agent to execute a one-year B.P.O. agreement with Interiors Incorporated for furniture and office equipment moving services; contract term shall be one year with three one-year extension options (effective October 20, 2009 through October 19, 2010).

Authorize the Purchasing agent to approve addendums that do not significantly change the scope of services and/or the total contract cost.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES:

ADDITIONAL FUNDS REQUIRING BOARD APPROVAL:

Estimated Cost	\$31,000.00	Contingencies (Fund Name:)	\$0
Amount Budgeted	\$31,000.00	Unanticipated Revenue (Source:)	\$0
Other Available Appropriations (Explain Below)	\$0	Other Transfers (Source:)	\$0
Additional Requested	\$0	Additional Funds Requested	\$0

Explanation (if required): Cost is subject to each departments respective use of this service. Amount budgeted is based on each departments budget.

Prior Board Action: August 23, 2005 - Item number 21, the Board authorized the Purchasing Agent to execute a one-year agreement with three one-year renewal options.

Alternatives – Results of Non-Approval: Each County department would be responsible for securing authorization and coordinating their own furniture and office equipment moves. Additional staff time would be required to manage all of these moves and there is a risk of possible injury to County employees who might attempt to undertake these moves on their own, resulting in costly workers' compensation claims.

Background:

The General Services Purchasing Division contracts for the moving of furniture, and other related tasks, such as mounting shelves, seismic attachments, and adjustments of systems furniture for all County of Sonoma departments. Large moves are generally handled through projects overseen by the Architect's Division. The bulk of smaller moves and adjustments have been performed by a contracted vendor. The vendor will work directly with County departments, with respect to the coordination of all non-surplus moves and requests for service, with costs being billed directly to departments. The Purchasing Division will continue to be responsible for all surplus furniture and equipment moves, with Facilities Operations continuing to pay for these surplus moves (only).

General Services Purchasing Division solicited bids on August 24, 2009, from 12 qualified vendors. Two vendors responded to the bid: Interiors Incorporated and Schultz Brothers Van and Storage Company. Schultz Brothers bid was rejected because they did not meet the bid specification requiring that the vendor possess a California State Contractor's license C-61 (limited specialty) and D-34 (pre-fabricated equipment). Approximately 10 percent of the work that will be accomplished requires that the successful contractor hold a current and active California Contractor's License. Interiors Incorporated met all of the bid specifications and, as the incumbent, has demonstrated their ability to effectively provide the County with furniture and equipment move services. Additionally, Interiors' prices have not increased.

Expenditures for moving services are approximately \$31,000 per year, and are included in each user department's prospective budgets.

Recommended Board Action:

Authorize the Purchasing Agent to execute a one-year agreement with Interiors Incorporated for furniture and office equipment moving services; contract term shall be one year with three one-year extension options (effective October 20, 2009 through October 19, 2010).

Authorize the Purchasing agent to approve addendums that do not significantly change the scope of services and/or the total contract cost.

Attachments:

On File With Clerk: Vendor Required Services and Pricing Sheet

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote: