

PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of December 7, 2010

ITEM # 44

ITEM TITLE:

Consider Approval to Issue Open Purchase Orders to Valley Relocation and Storage and to Crown Worldwide Moving and Storage for Office and Industrial Moving Services

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to issue open purchase orders to Valley Relocation and Storage as a primary mover and to Crown Worldwide Moving and Storage as a secondary mover for office and industrial moving services for the District. The purchase orders will be issued for a one-year period, for a not-to-exceed total of \$250,000, with an option to issue two additional one-year purchase orders (for a total of three years). Renewals will be contingent upon the satisfactory performance of the vendor to the District's standards.

ITEM SUMMARY:

A formal Request for Proposals (RFP 10-11/19) was conducted for the Office and Industrial Moving Services needs for the District. A total of eleven (11) firms attended the pre-proposal meeting, and seven (7) firms submitted responses to the District's RFP. A panel was convened to evaluate the proposals based on their submitted responses to the District's evaluation criteria of: Knowledge, Experience and References, Plan and Approach, Proposed Costs, Environmental Sustainability, and SLBE affiliation. In the RFP, the District indicated it would issue a contract for moving services to the highest ranked firm, and it may award a secondary contract to the second highest ranked firm. The reason for this was the District needs to have at least two firms available for last minute moves, in case the primary firm is not available.

After a review and analysis, Valley Relocation and Storage was the highest ranking firm, and Crown Worldwide Moving and Storage was the second highest ranking firm. The average scores are summarized as follows:

| Vendors | Average Score |
|---|----------------------|
| Valley Relocation and Storage | 85.67 |
| Crown Worldwide Moving and Storage | 83.67 |
| Cor-o-van Moving and Storage | 72.33 |
| Moving Solutions | 71.67 |
| Suddath Relocation Systems of Northern California, Inc. | 70.33 |
| Moovers, Inc. | 65.67 |
| Macy Movers, inc. | 59.67 |

BACKGROUND/ANALYSIS:

As part of the RFP process each firms was to provide pricing for the following services:

- Cost for one personnel and one van
- Cost for each additional personnel
- Cost for a supervisor
- Cost for an installer
- Cost for office and industrial auto-bottom box

The District has required each mover to hold their quoted pricing for a minimum of one year. A contract will be issued to lock in their quoted prices, but because it is difficult to estimate the number of moves the District will need throughout the year, the District would like to issue open purchase orders for as-needed services to the two highest ranked firms at their quoted rate schedules, with a not-to-exceed limit of \$250,000. The District Move Manager will be the main contact, and he will be able to estimate how much time is required for each move. The decision when to utilize a mover will be made by the Vice Chancellor for General Services.

Valley Relocation and Storage (Concord, CA), was the proposer that best met the District's evaluation criteria and had the highest average score. They provided a strong plan and approach for moving services, showed strong knowledge, experience and references and had excellent pricing. This will allow the District the opportunity to have nearby movers who are qualified and can efficiently handle the District's moves. Crown Worldwide Moving and Storage (San Leandro, CA) also submitted an excellent proposal. They provided a good plan and approach for the District's moving needs, had very good references and experience and had advantageous pricing which will allow the District to have an equally qualified secondary mover.

ALTERNATIVES/OPTIONS:

None.

EVALUATION AND RECOMMENDED ACTION:

Throughout the evaluation process, it was clear that Valley Relocation and Storage was able to offer excellent service at a great value. Crown Worldwide Moving and Storage also showed that it can provide good service at solid prices. Approval is recommended to issue a contracts and open purchase orders to Valley Relocation and Storage as a primary firm and to Crown Worldwide Moving and Storage as a secondary firm for Office and Industrial Moving Services, for a not-to-exceed total of \$250,000, with an option of two annual renewals (for a total of three years).

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

The funding will depend on the services provided, either from General Funds or Measure A funds under the appropriate justification for the specific Measure A project.

OTHER DEPARTMENTS IMPACTED BY THIS ACTION (E.G. INFORMATION TECHNOLOGY):

Yes X No

COMMENTS:

All Board recommended contracts are subject to negotiation and execution by the Chancellor.

WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?

Vice Chancellor Ikharo

DID A BOARD STANDING COMMITTEE RECOMMEND THE ITEM? Yes No X

IF "YES", PLEASE INCLUDE THAT INFORMATION IN YOUR SUMMARY.

PLEASE ACQUIRE SIGNATURES IN THIS ORDER:

DOCUMENT PREPARED BY:

Prepared by: Sadiq B. Ikharmo Date: 11-26-2010
Dr. Sadiq B. Ikharmo
Vice Chancellor for General Services

DOCUMENT PRESENTED BY:

Sadiq B. Ikharmo Date: 11-26-2010
Dr. Sadiq B. Ikharmo
Vice Chancellor for General Services

FINANCE DEPARTMENT REVIEW

Finance review required Finance review *not* required
If Finance review is required, determination is: Approved Not Approved
If not approved, please give reason: _____

Signature: Ron Gerhard, electronically Date: 12/3/10
For Finance and Administration

GENERAL COUNSEL (Legality and Format/adherence to Education Codes):

Legal review required Legal review *not* required
If Legal review is required, determination is: Approved Not Approved

Signature: Thuy T. Nguyen, electronically Date: 12/1/10
Thuy T. Nguyen, General Counsel

CHANCELLOR'S OFFICE APPROVAL

Approved, and Place on Agenda Not Approved, but Place on Agenda

Signature: Wise E. Allen Date: 12/1/10
Wise E. Allen, Chancellor

| VENDOR | \$ 1 MAN & 1 VAN/HR | \$ ADD'TL MAN/HR | \$ SUPERVISOR/HR | \$ INSTALLER/HR | \$ BOX |
|------------------|---------------------|------------------|------------------|-----------------|--------|
| Macy Movers | \$50.00 | \$39.00 | \$42.00 | \$42.00 | \$0.80 |
| Cor-O-Van | \$52.00 | \$25.00 | \$32.00 | \$27.50 | \$1.25 |
| Crown | \$48.95 | \$26.95 | \$35.00 | \$35.00 | \$1.25 |
| Moovers | \$51.50 | \$24.50 | \$28.00 | \$30.00 | \$1.15 |
| Moving Solutions | \$52.00 | \$23.00 | \$30.00 | \$28.00 | \$1.40 |
| Valley | \$49.00 | \$20.00 | \$24.10 | \$25.00 | \$1.10 |
| Suddath | \$44.00 | \$24.00 | \$28.00 | \$26.00 | \$1.25 |

ESTIMATED BI-WEEKLY USAGE PER MIKE MCNABB

| VENDOR | \$ 1 MAN & 1 VAN/HR X 24 | \$ ADD'TL MAN/HR X 24 | \$ SUPERVISOR/HR X 1 | \$ INSTALLER/HR X 1 | \$ BOX X 80 | TOTAL |
|------------------|--------------------------|-----------------------|----------------------|---------------------|-------------|------------|
| Macy Movers | \$1,200.00 | \$936.00 | \$42.00 | \$42.00 | \$64.00 | \$2,284.00 |
| Cor-O-Van | \$1,248.00 | \$600.00 | \$32.00 | \$27.50 | \$100.00 | \$2,007.50 |
| Crown | \$1,174.80 | \$646.80 | \$35.00 | \$35.00 | \$100.00 | \$1,991.60 |
| Moovers | \$1,236.00 | \$588.00 | \$28.00 | \$30.00 | \$92.00 | \$1,974.00 |
| Moving Solutions | \$1,248.00 | \$552.00 | \$30.00 | \$28.00 | \$112.00 | \$1,970.00 |
| Valley | \$1,176.00 | \$480.00 | \$24.10 | \$25.00 | \$88.00 | \$1,793.10 |
| Suddath | \$1,056.00 | \$576.00 | \$28.00 | \$26.00 | \$100.00 | \$1,786.00 |