

**PERALTA COMMUNITY COLLEGE DISTRICT**  
**Board of Trustees Agenda Report**  
**For the Trustee Meeting Date of December 10, 2013**

**ITEM TITLE:**

Consider Amendment No. 3 for an Extension to Existing Agreements with Valley Relocation and Storage and Crown Worldwide Moving and Storage to Provide Furniture and Equipment Moving Services.

**SPECIFIC BOARD ACTION REQUESTED:**

Approval is requested to extend existing agreements with Valley Relocation and Storage and Crown Worldwide Moving and Storage to provide furniture and equipment moving services, in the amount not-to-exceed \$120,000.

**ITEM SUMMARY:**

These extension requests are critical because agreements for both companies will end December 31, 2013. Under Amendment No. 3, both companies will continue to provide their services for a period from January 1, 2014 to December 31, 2014 to ensure project completion for the Laney Tower and Merritt Library Projects. Both companies were the original contractors who started work on these projects. The \$120,000 fund will be appropriated as follow: \$60,000 is allocated to pay Valley Relocation and Storage services, whereas, the other \$60,000 is allocated to pay Crown Worldwide Moving Storage.

This continued need for move services is related to Measure A capital projects development at the four (4) colleges and the District Administrative Center (DAC) in the District. These projects are ongoing and require the removal and replacement of office equipment and furnishings beyond the scope of labor resources available to campus personnel. The prices for moving services will remain the same as the originally quoted prices in the existing contracts.

Their services are recommended to be extended because of satisfactory work performance and of the ongoing nature of the work they are to perform in conjunction with moving services related to Measure A capital projects. This will be the final one-year of their contracts. Robert Bowen is the owner of Crown Worldwide Moving and Storage; the business is located in San Leandro, California. Valley Relocation & Storage is owned by James Robson; the business is located in San Jose, California. The Chancellor recommends approval. All Board approved contracts are subject to final negotiation and execution by the Chancellor. The Chancellor recommends approval.

**SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):**

**Source: General Funds or Measure A Bond Funds, depending on the moving service required.**

**BACKGROUND/ANALYSIS:**

The original Request For Proposal (RFP) allowed the District to issue a contract for moving services to the highest ranking vendor and a second contract to the next highest ranking vendor. Further, this permitted the District to have another company available for last minute moves, in case the primary vendor was not available. Therefore, there are two (2) vendors (Valley Relocation and Storage and Crown Worldwide Moving and Storage) providing moving services.

The Board of Trustees approved the original agreements with Valley Relocation and Storage and Crown Worldwide Moving and Storage at the meeting of December 7, 2010. The not-to-exceed total was \$250,000 (Valley Relocation and Storage as the primary mover, in the amount of \$150,000, and Crown Worldwide Moving and Storage as the secondary mover, in the amount of \$100,000). The companies were selected through a formal Request for Proposals process. The agreements were two-year periods with one-year renewal options. At the Board meeting of July 19, 2011, amendments to the agreements were approved in the total amount of \$200,000 (\$100,000 for each company). Amendment No. 2 to the contract with Crown Worldwide Moving and Storage, the total was \$295,000. Total amount now requested under Amendment No. 3 is an additional \$120,000. The total award amount for Valley Relocation will be \$415,000 and for Crown Worldwide will be \$355,000.

Under the existing contracts and amendments, the following moves were completed:

**Laney Campus (\$40,000)**

1. Relocation of EOPS supervisor from Student Center to new office in Building A
2. Relocation of IT from the Tower to the Theater Building
3. Relocation of Forum 160 (vacate for ADA compliance)
4. Relocation of Theater Building for ADA compliance project
5. Relocation of IT Department from Tower to Building A
6. Relocation of 2<sup>nd</sup> floor of the Tower to upper A Building (Financial Aid)
7. Relocation of Counseling (3<sup>rd</sup> floor Tower) to Counseling Portables
8. Relocation of Tower floors 4 through 8 to the Eagle Village portables
9. Removal and replacement of Nurse's Station in the Student Center for construction
10. Relocation of Laney Nurse's station from Tower to Student Center
11. Relocation of President's Office to Library
12. Relocation of Portable 1 to Library
13. Relocation of Eagle Village to Laney Tower

**Merritt College (\$60,000):**

1. Relocation of Business Manager's Office to portables
2. Relocation of IT Department to Building A
3. Relocation of electron microscope from the Department of Energy to Merritt
4. Relocation of Merritt Library from L Building to Building A and to storage
5. Removal of lower L Building to Storage for L Building renovation
6. Relocation of Horticulture to portables at Merritt
7. Relocation of Horticulture back to their original building
8. Relocation of Genomics to 860 Atlantic in Alameda
9. Relocation back into Building Q
10. Relocation of Business Manager back to Building Q
11. Relocation production to Building Q
12. Relocation of President's Office to Building Q
13. Relocation of Nursing Portables

**Berkeley City College (\$20,000):**

1. Removal of BCC antiquated 3<sup>rd</sup> Floor furniture for arrival of new furniture
2. Removal of furniture for floor replacement in Chemistry/Biology labs (3 phases)

3. Relocation of Business Office from 4<sup>th</sup> floor to 1<sup>st</sup> floor
4. Surplus furniture removal in 18 rooms at BCC and at the 2070 Allston Way Annex to accommodate arrival of new furniture
5. Removal of furniture from Shattuck address to vacate leased facility
6. Relocation of Financial Aid for Phase III
7. Relocation of Art class to swing space
8. Relocation of Financial Aid to Rm. 165
9. Phase III Relocations
10. Allston Way Relocations

**DELIVERABLES AND SCOPE OF WORK:**

The anticipated moves for the upcoming fiscal year are as follows:

<b>College</b>	<b>Move</b>	<b>Time Schedule</b>
Laney College	Relocation of items from Theater Building	2013/2014
	Relocation of items from storage	2013/2014
Merritt College	Move into Library from storage	2014
	Move from Building A, etc. to Library	2014
	Move of Nursing Portables	2014
BCC	Relocations related to BCC Phase III	2013 / 2014

**ANTICIPATED COMPLETION DATE:**

These amendments will extend moving services for Valley Relocation and Storage and Crown Worldwide Moving and Storage for the period from January 1, 2014 to December 31, 2014.

**ALTERNATIVES/OPTIONS:**

Not applicable.

**EVALUATION AND RECOMMENDED ACTION:**

Approval is recommended to extend existing agreements with Valley Relocation and Storage and Crown Worldwide Moving and Storage to provide furniture and equipment moving services, in the amount not-to-exceed \$120,000.

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

YES \_\_\_\_\_ No   X  

**COMMENTS:**

No additional comments.

**WHO WILL BE PRESENTING THIS ITEM AT THE BOARD MEETING?** Vice Chancellor Ikharo

(\*\*\*\*\*Board contract approval is subject to negotiation and execution by the Chancellor.)

**DOCUMENT PREPARED BY:**

Prepared by: Dr. Sadiq B. Ikharo  
Vice Chancellor of General Services

**DOCUMENT PRESENTED AND APPROVED BY:**

Presented and approved by: Dr. Sadiq B. Ikharo  
Vice Chancellor of 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: Ronald Gerhard  
Ron Gerhard, Vice Chancellor 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 Thi Nguyen  
Thuy Thi Nguyen, General Counsel

**CHANCELLOR'S OFFICE APPROVAL**

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

Signature: José M. Ortiz  
Dr. José M. Ortiz, Chancellor

# Professional Services

## PROFESSIONAL SERVICES PERFORMANCE EVALUATION FORM

To be completed by College President and Business Manager for consideration of contract renewal.

Location  District  BCC  COA  Laney  Merritt

Vendor Valley Relocation and Storage

ICC # N/A

Vendor Number \_\_\_\_\_

Date: 12-5-12

### CONTRACT INFORMATION

Contract Title	Office and Industrial Move Services
Funding	Measure A General Fund
Term of Performance	Provision of Office and Industrial Move Services
Vendor's key personnel	Joe Rodgers

Original contract amount	\$150,000
Amendments	\$100,000
Change Orders and Percentages (%)	N/A 0%
Final contract amount	Not Yet Complete \$350,000

**SCHEDULE & BUDGET – Did vendor meet realistic schedules and was deliverables within budget?**  Yes  No (Explain)

Vally Relocation has provided relocation services to the District with, at times very little advance notice and has performed services that exceed expectatiions at rates below the market average.

### PERFORMANCE RATING SCORE

Provide a score for each criteria with 5 being the highest and 1 the lowest.

**1 = Outstanding    2 = Great    3 = Good    4 = Improvement Needed    5 = Unacceptable**

Work performed in compliance with contract terms, scope of work and Peralta's expectations	Outstanding
Deliverables provided, as required	Outstanding
Staff availability and accessibility	Outstanding
Staff professionalism	Outstanding
Customer service	Outstanding
Verbal Communication – understood directions and instructions clearly	Outstanding
Prompt and effective correction of situations and conditions	Outstanding
Documentation records, receipts, invoices and computer generated reports received in a timely manner and in compliance with contract specifications	Great
<b>TOTAL SCORE:</b>	<b>39</b>

**OVERALL PERFORMANCE:**  Outstanding  Great  Good  
 Improvement Needed  Unacceptable

# Professional Services



Peralta Community College District, Department of General Services  
(510) 466-7346 • [sikharo@peralta.edu](mailto:sikharo@peralta.edu)

**Would you recommend this Vendor again?**  Yes  No (Explain)

I recommend Valley for the continued performance of Office and Industrial move services to the District. The company has adapted itself well to the unique needs of Peralta while maintaining rates competitive in the field.

**Deliverables –Contract deliverables were met?**  Yes  No (Explain)

Valley Relocation provided timely and competent move service for the District in for example, the Merritt Library Relocation after a fashion that met the difficult challenges of a Library move.

## COMMENTS

**Please provide on a summary or any unusual circumstances affecting this consultant's performance. (Include extra sheets if, necessary.)**

Valley Relocation has provided a very competitive rate to the District for office and industrial move services while performing at a level consistent with premium rates. The relocation of the entire Merritt Library Bldg, for example was performed timely and without delay in commencement of construction to that project. The overall cost to the District for the relocation fell below that which an alternative company would charge for the same relocation.

**Please provide on overall performance summary. (Include extra sheets if, necessary.)**

Valley Relocation's performance has been outstanding since the inception of their performance with the District. They are one of the premium movers in the Bay area. The rates at which they have performed are well below industry standard. I highly recommend this company for further service to the District.

## SIGNATURE

Signature

Print Name

Michael McNABB

Michael McNabb

Move Manager

Title

Date

11-25-13

Phone

~~425-12~~ X 7023

# Professional Services

## PROFESSIONAL SERVICES PERFORMANCE EVALUATION FORM

To be completed by College President and Business Manager for consideration of contract renewal.

Location  District  BCC  COA  Laney  Merritt

Vendor Crown Worldwide Moving and Storage

ICC # N/A

Vendor Number \_\_\_\_\_

Date: 12-5-12

### CONTRACT INFORMATION

Contract Title	Office and Industrial Move Services
Funding	Measue A General Fund
Term of Performance	Provide Office and Industrial Moving Services to the District
Vendor's key personnel	Lee Jones

Original contract amount	\$100,000
Amendments	\$100,000
Change Orders and Percentages (%)	N/A 0%
Final contract amount	Not Yet Complete \$300.000

### SCHEDULE & BUDGET – Did vendor meet realistic schedules and was deliverables within budget? Yes No (Explain)

Vendor performed at rates below market average and delivered premium move services to the District.

### PERFORMANCE RATING SCORE

Provide a score for each criteria with 5 being the highest and 1 the lowest.

**1 = Outstanding    2 = Great    3 = Good    4 = Improvement Needed    5 = Unacceptable**

Work performed in compliance with contract terms, scope of work and Peralta's expectations	Outstanding
Deliverables provided, as required	Outstanding
Staff availability and accessibility	Outstanding
Staff professionalism	Outstanding
Customer service	Great
Verbal Communication – understood directions and instructions clearly	Outstanding
Prompt and effective correction of situations and conditions	Outstanding
Documentation records, receipts, invoices and computer generated reports received in a timely manner and in compliance with contract specifications	Great
<b>TOTAL SCORE:</b>	<b>38</b>

**OVERALL PERFORMANCE:**  Outstanding  Great  Good  
 Improvement Needed  Unacceptable

# Professional Services



Peralta Community College District, Department of General Services  
(510) 466-7346 • [sikharo@peralta.edu](mailto:sikharo@peralta.edu)

**Would you recommend this Vendor again?**  Yes  No (Explain)

Very professional Moving Company. Prompt, and well prepared. Flexible and effective in moving Peralta Staff, personnel and FF and E.

**Deliverables –Contract deliverables were met?**  Yes  No (Explain)

Provision of moving services was performed timely and effectively. Crown has executed very competent move services while under contract with the Department of General Services.

## COMMENTS

Please provide on a summary or any unusual circumstances affecting this consultant's performance. (Include extra sheets if, necessary.)

Crown Worldwide is highly recommended for continued Office and Industrial Move services to the District. Their performance was conducted under significant time constraints and under circumstances requiring technical knowledge unusual for the field. For example: relocation of Genomic equipment to the 860 Atlantic facility.

Please provide on overall performance summary. (Include extra sheets if, necessary.)

Crown Worldwide esceeded expectations in the provision of moving serviced to the District as they relate to ongoing Measure A Captal Development Projects, specifically, for example, the relocation of FFand E from the Laney Tower into Eagle Village and into Storage. Work was performed ahead of schedule and under budget. I highly recommend this compnay.

## SIGNATURE

Signature

Print Name

Michael McNabb  
Move Manager

Title

~~12-5-12~~ 11-25-13  
Date

X 7823  
Phone