

**PERALTA COMMUNITY COLLEGE DISTRICT
Board of Trustees Agenda Report
For the Trustee Meeting Date of March 10, 2015**

ITEM TITLE:

Consider Approval to enter into an Agreement with Crown Worldwide Moving and Storage, LLC, for the Merritt College Science Building – General & Specialized Moving Services (RFP No. 14-15/24).

SPECIFIC BOARD ACTION REQUESTED:

Approval is requested to enter into an Agreement with Crown Worldwide Moving and Storage, LLC, for the Merritt College Science Building – General & Specialized Moving Services (RFP No. 14-15/24), in an amount not-to-exceed \$241,583.00.

ITEM SUMMARY:

The vendor will provide relocation services of furniture, equipment, office and classroom supplies from Building “D” to the Merritt College Barbara Lee Science and Allied Health Center. The relocation services required on this project will include the following types of moving operations:

- General classrooms and office equipment;
- Laboratory & hazardous chemicals;
- Radiology classrooms, systems, and equipment;
- Allied health classrooms and related equipment; and
- Science Classrooms and related equipment.

SOURCE OF FUNDS (AND FISCAL/BUDGETARY IMPACT):

Measure A, as approved by the voters in Peralta’s constituency and authorized under Resolution 05/06-45, Laney College, “Classroom and facilities repairs and grounds improvements,” Merritt College, “Classroom and facilities repairs and grounds improvements,” College of Alameda, “Remodeling and equipping classroom and campus facilities,” and Berkeley City College, “Plumbing, electrical, mechanical system upgrades and improvements.”

BACKGROUND/ANALYSIS:

In compliance with the Public Contract Codes, Section 20651, formal competitive bidding and a request for a proposal (RFP) was conducted for this project. A Notice to Bid for the project was advertised in newspaper publications of general circulation on January 7 and 14, 2015. A mandatory bidder’s conference was held on January 15, 2015. Proposal evaluations were conducted by a committee of General Services’ project managers and staff for price and scope of work confirmation. Please note that this company has previously worked with the District in other projects and their services were satisfactory and they demonstrated professionalism in their work. The District evaluated vendor’s proposal based on the following factors:

- Knowledge, experience, and client references;
- Plan and approach;
- Proposed Costs;
- Environmentally Sustainable Procurement; and
- Small Local Business Enterprise and cadaver.

A total of four (4) proposals were received, as follows:

Firms	Location	Evaluation Committee				Total Points
		1	2	3	4	
Crown Moving & Storage	San Leandro, CA	89	75	89	90	343
Nor-Cal Moving Services	San Leandro, CA	42	63	65	53	223
MAS Moving	South San Francisco, CA	55	48	51	60	214
A Plus Movers	Sacramento, CA	0	47	49	18	114

As allowed by Public Contract Code (PCC) section 20651, the District can award this contract to the bidder whose proposal is determined to be the “best value” to the District based solely on the criteria set forth in the RFP. Crown Moving & Storage received the highest evaluative score of 343 points. The company provided detailed and relevant information about their company’s moving knowledge and experience working with colleges and universities. The layout and description of their work plan and approach to fulfill the functions required in the RFP were thorough compared to other proposals. Their work plan and approach indicated that they can perform and move furniture and equipment from Building D (75,493 sf) to the Barbara Lee Science and Allied Health Center (108,000 sf). Rick Hosea and Peter Vargus are the President and Vice President of the company. The Chancellor recommends approval.

DELIVERABLES AND SCOPE OF WORK:

Crown Moving & Storage will provide moving services to transport classroom, laboratory, radiology equipment, laboratory chemicals, office furniture and equipment to the new Barbara Lee Science and Allied Health Building from the existing D-Building at Merritt College, per the scope of services in the RFP and the vendor’s proposal.

ANTICIPATED COMPLETION DATE:

The anticipated completion date of this project is August, 2015.

ALTERNATIVES/OPTIONS:

Not Applicable

EVALUATION AND RECOMMENDED ACTION:

The administration recommends for the Board of Trustees to approve Crown Worldwide Moving and Storage, LLC. (Crown) to provide general and specialized moving services to meet the project deadline.

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

YES _____ NO X

COMMENTS: No additional comments.

COMMENTS: Not Applicable

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

Date: February 26, 2015

DOCUMENT PRESENTED AND APPROVED BY:

Presented and approved by: Dr. Sadiq B. Ikharo
Vice Chancellor of General Services

Date: February 26, 2015

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: Susan Rinne
Susan Rinne, Interim 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



Peralta Community College District

REQUEST FOR PROPOSAL

RFP No.: 14-15/24 Merritt College Science Building – General & Specialized Moving Services

The Board of Trustees of the Peralta Community College District (PCCD), Oakland, California, through the Office of Purchasing, is hereby requesting proposals for the above mentioned project.

The successful vendor will be required to furnish all labor, material, equipment, supplies, applicable taxes, insurance, bonding, and licenses to complete this project.

Proposal Information

Proposal Description	Office and Industrial Moving Services
Proposal Type	Service
Proposal Number	14-15/24
Proposal Issued	1/7/2015
Department	Department of General Services
Mandatory Pre-proposal Meeting	January 15, 2015 at 10:00 AM, Merritt College 12500 Campus Drive, Oak, CA 94619 – Building Q, Business Services Conference Room
Scheduled Publication Dates	January 7, 2015; January 14, 2015
Proposal Due Date	January 28, 2015 at 11:00 a.m.

Instructions for Submitting Proposals

Submittal Address	Peralta Community College District Purchasing Department Attn: John Hiebert 501 5 th Avenue Oakland, CA 94606
Submittal Copies	One (1) Original and (5) copies, marked as such
Submittal Envelope Requirements	Proposal must have the following information <u>clearly marked</u> and visible on the document: <ul style="list-style-type: none">• Proposal Number• Name of Your Company• Address• Phone Number
Late Submittals	Proposals received after the time and date stated above we not be honored.

How to Obtain Proposal Documents

Copies of the Proposal documents may be obtained at:

Available	Location
Yes	Peralta Community College District Department of General Services Kitchell Construction Management Monday through Friday 9:00 AM to 4:00 PM (510) 482-2782
Yes	Website: www.peralta.edu Under "Quick Links", click "Business Opportunities" and then click "List of Current RFPs/Bids" to download the bid packet.

Questions about the Proposal

Questions and or Requests for Information (RFI) must be submitted in writing and can be submitted by fax or email as follows:

Primary Contact	John Hiebert Phone: 510-466-7217 Email: jhiebert@peralta.edu
Question/RFI Due Date	January 20, 2015 at 4:00 p.m. Please submit questions as soon as possible. No questions regarding the specifications will be responded to after the above date. All pertinent questions will be responded to and answered in writing no later than the Response Date listed below.
Response Date	January 23, 2015 All pertinent questions will be responded to via addendum faxed (or emailed) to all prospective bidders, and placed on the District's website. Proposer who did not receive a copy of the addendum should download it from the District's website. See "How to Obtain Proposal Documents" section for our web address. All addendums must be acknowledged on the RFP Acknowledgement and Signature form.

Full Opportunity

The Peralta Community College District hereby affirmatively ensures that Disadvantaged Business Enterprises (DBE), Small Local Business Enterprise (SLBE) and Small Emerging Local Business Enterprise (SELBE) shall be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation or religion in any consideration leading to the award of contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award. Peralta Community College District reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of Peralta Community College District.

Marie Hampton, Director of Purchasing