

September 11, 2003

04-038

ACCEPT PROPOSALS/AWARD CONTRACTS FOR
MOVING, INSTALLATION, DE-INSTALLATION AND
STORAGE SERVICES

PREPARED BY: John Persen, Manager, Bond MWESB Procurement Program

FINANCIAL RESPONSIBILITY: Steve Sivage, Director, Physical Plant

APPROVED BY: Randy McEwen, Vice-President, Administrative Services
Gerard "Jerry" Berger, President

REPORT: The College has a need to qualify and select multiple firms to provide professional Moving, Installation, De-Installation and Storage Services. This contract addresses the relocation needs being created by the remodeled, renovated and newly constructed buildings of the Bond Construction Program. These services will be required at all of the campus work sites, and will be in cooperation with the various construction managers, professional teams and departments impacted at each site. The selected firms will work directly for the College. Due to the anticipated high number of projects, the College wished to qualify and select a minimum of at least four (4) firms able to provide all of the various services as necessary.

A Request for Proposals (RFP) for Moving, Installation, De-Installation and Storage Services was advertised in the Daily Journal of Commerce, and released on August 1, 2003. Additionally, the document was placed on the PCC procurement solicitation website page where it was available for download. RFP documents were downloaded by nine (9) moving firms. A total of six (6) proposals were received by the due date of August 14, 2003. The three (3) firms that did not submit proposals were not certified MWESB firms. The proposals were reviewed and rated by the six (6) committee members based on the following criteria and points as listed in the RFP: firm background (10), firm experience and success (15), experience of key personnel (10), project scheduling and coordination (20), fees (25), and MWESB experience (20); (total of 100 points possible - times 6 committee members the max. point total would be 600).

Proposals were received from:

<u>Materials Testing Firms</u>	<u>Total Points</u>
A1 Office Enterprise Inc. (ESB)	408
Accurate Installation Services Inc.	375
First Inc. (MBE)	398
Project Management Resources	378
Rose City Moving & Storage	352
Tri-County Moving Ltd.	399

The complexity and time critical nature of the Bond projects moving, installation, de-installation and storage schedules makes it imperative that the College have maximum moving resources available. Although rated almost equally, each of these six (6) firms offer unique strengths and abilities (better storage facilities, installation services, etc.) which the College will need to complete the moves in an effective and efficient manner. Therefore, we request that contracts be awarded to all six (6) of the firms, and that work be assigned based on firm expertise and availability as projects develop.

RECOMMENDATION:

That the Board of Directors accept the proposals from, and award contracts for Moving, Installation, De-Installation and Storage Services to all six (6) of the above listed firms. The contracts entered into will be valid through September 30, 2007 (term not to exceed total of five years). Funding for this work will be primarily from bond proceeds.

Resolutions 04-037 through 04-042 were moved for approval on consent agenda by Director Anderson and it passed unanimously.