



# Monterey County

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## Board Report

Legistar File Number: 15-0607

June 23, 2015

**Introduced:** 6/1/2015

**Version:** 1

**Current Status:** Consent Agenda

**Matter Type:** General Agenda Item

- a. Approve and authorize the Contracts/Purchasing Officer to execute Countywide Service Agreements based on the criteria set forth in RFP #10507. The agreements are between the County of Monterey and the three named vendors as follows: Cardinale Moving & Storage, Scarr Moving & Storage, Inc. and Monterey Transfer & Storage, Inc., for the provision of Moving and Relocation Services for the County of Monterey on an as-needed basis for the initial term of three (3) years from the date of execution through and including May 31, 2018. The aggregate amount over the term of all Agreements shall not exceed \$750,000, in accordance with the terms and conditions set within each Agreement; and
- b. Authorize the Contracts/Purchasing Officer to exercise the option to extend the Countywide Service Agreements for two (2) additional one (1) year periods in accordance with the terms and conditions set within each Agreement; and
- c. Authorize the Contracts/Purchasing Officer to execute, after one year, similar additional Agreements for Moving and Relocation services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate May 31, 2018; and
- d. Authorize the Contracts/Purchasing Officer to increase the cumulative "not to exceed" amount by up to 10% of the original aggregate amount of \$750,000, even if no additional Agreements are entered into.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Approve and authorize the Contracts/Purchasing Officer to execute Countywide Service Agreements based on the criteria set forth in RFP #10514. The agreements are between the County of Monterey and the three named vendors as follows: Cardinale Moving & Storage, Scarr Moving & Storage, Inc. and Monterey Transfer & Storage, Inc., for the provision of Moving and Relocation Services for the County of Monterey on an as-needed basis for the initial term of three (3) years from the date of execution through and including May 31, 2018. The aggregate amount over the term of all Agreements shall not exceed \$750,000, in accordance with the terms and conditions set within each Agreement; and
- b) Authorize the Contracts/Purchasing Officer to exercise the option to extend the Countywide Service Agreements for two (2) additional one (1) year periods in accordance with the terms and conditions set within each Agreement; and
- c) Authorize the Contracts/Purchasing Officer to execute, after one year, similar additional Agreements for Moving and Relocation services with qualified contractors who meet the minimum requirements and comply with the County of Monterey standard terms and conditions, where each individual agreement does not affect the total aggregate amount authorized. Any additional Agreements shall terminate May 31, 2018; and
- d) Authorize the Contracts/Purchasing Officer to increase the cumulative "not to exceed"

amount by up to 10% of the original aggregate amount of \$750,000, even if no additional Agreements are entered into.

SUMMARY/DISCUSSION:

Approval of the recommended action will enable the County to assure a reliable source of Moving & Relocation Services on an as-needed basis to the County of Monterey for the initial term of three (3) years from the date of execution through and including May 31, 2018. Services shall include but are not limited to the relocation of office equipment, furniture, computers, and other designated County property as determined by the County. Each Agreement is based upon County requirements as set forth in the terms and conditions of RFP #10507. Each Agreement will be included on the Countywide Service Agreement schedule, so that departments can see these resources are available, eliminating the need for individual agreements with each County department. The aggregate amount to be spent for all identified Agreements over the three (3) year term is not to exceed \$750,000. Copies of the Agreements are on file with the Clerk of the Board.

Additionally it is recommended that the Contracts/Purchasing Officer be authorized to enter into additional similar contracts after one year, with other vendors who otherwise meet the qualifications of RFP #10507 and agree to the same terms and conditions as approved vendors and where each additional Agreement would terminate at the same time as the Agreements presented before the Board approval today. It is also recommended that the Contracts/Purchasing Officer be authorized to increase the cumulative 'not to exceed' amount by up to 10% of the original aggregate amount of \$750,000 whether or not additional agreements are entered into. This authority will provide needed flexibility to the County to deal with currently unanticipated needs.

OTHER AGENCY INVOLVEMENT:

County Counsel has approved each Agreement as to form. The Auditor's Office has approved each Agreement as to fiscal provisions.

FINANCING:

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. Based upon historical usage, the aggregate amount to be spent for all Agreements issued under RFP #10507 is not anticipated to exceed \$750,000 over the initial three (3) year term.

Prepared by: DeAundra Lewelling, Management Analyst I, 4998  
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Approved by: Dewayne Woods, Assistant County Administrative Officer, 5309

Attachments:

Cardinale Moving & Storage Agreement  
Monterey Transfer & Storage, Inc. Agreement  
Scarr Moving & Storage, Inc. Agreement