

Board of Trustees Agenda Item

Board Meeting Date: June 7, 2010

Title of Item:

Authorize award of a non-exclusive one-year moving and modular furniture installation services contract pursuant to Bid 1198A

Background and Analysis:

Invitation to Bid 1198A called for bids to provide moving and modular furniture installation services for the Foothill-De Anza Community College District. Due to building renovation and construction activity, Foothill College and De Anza College must frequently move programs to alternate locations.

Bid 1198A was legally advertised in the San Jose Post record on April 9, 2010 and April 16, 2010. The Invitation to Bid was distributed to nine vendors and advertised online at BidNet. Purchasing Services staff publicly opened and read the bids on May 12, 2010 at 2 p.m.

Nine vendors submitted bids. As provided in the bid instructions, the lowest responsive and responsible bidder is determined by using the bid rates to calculate the total cost for two typical jobs as described in the bid forms. The bid results are below. The lowest responsive and responsible bidder is Moving Solutions, Inc. with a grand total bid price of \$9,089.87

<u>Vendor</u>	<u>Bid Price *</u>	<u>Estimated number of moves in 12 months</u>	<u>First year estimated price</u>
Moving Solutions, Inc.	\$9,089.87	15	\$136,348.05
McCollister's Transportation Group	\$9,749.10	15	\$146,236.50
Crown Worldwide Moving & Storage	\$9,918.50	15	\$148,777.50
Bekins	\$11,105.30	15	\$166,579.50
COR-O-VAN	\$11,517.27	15	\$172,759.05
Mont/Rose Moving System, Inc.	\$11,739.30	15	\$176,759.05
Rapid Installations	\$11,903.97	15	\$178,559.55
Service West, Inc.	\$13,180.00	15	\$197,700.00
Suddath Relocation Systems of Northern California, Inc.	\$15,642.23	15	\$234,631.95

*Bid price is based upon two typical moves

The contract does not guarantee any minimum or maximum expenditure. It will be used as needed to perform various moves within the District, and it is not an exclusive contract. The contractor will perform moves only if requested in writing by Purchasing Services in the form of a District Purchase Order. The initial contract period is for a one-year period. Additionally, this contract may be extended for up to four (4) additional one-year periods under the same terms and conditions at the sole discretion of the District.

Moving Solutions, inc. provided excellent references. It has performed work for the Superior Court of California, West Contra Costa County, and De Anza College. In addition, De Anza College has recently used Moving Solutions, Inc. and was very pleased with its work.

It is expected that most of the upcoming moves at the Colleges will be funded by Measure C, but other funds may also be used.

Recommendation:

Authorize the Director of Purchasing Services to award a non-exclusive one-year contract for moving and modular furniture installation services pursuant to Bid 1198A to Moving Solutions, Inc. and to renew it up to four additional one-year periods.

Submitted by:	Carmen Redmond, Director of Purchasing Services
Additional contact names:	Dawn Allshouse
Is backup provided?	Yes

c. Bidder's recognized holidays include the following:

For Prevailing Wage positions: NEW YEARS, PRESIDENTS MEMORIAL, INDEPENDENCE, LABOR,
THANKSGIVING, CHRISTMAS
 For Non-Prevailing Wage positions: NEW YEARS, PRESIDENTS MEMORIAL, INDEPENDENCE, LABOR,
THANKSGIVING, CHRISTMAS

d. Labor rates for holiday work are computed as follows:

For Prevailing Wage positions: DOUBLE TIME (X2)
 For Non-Prevailing Wage positions: PLUS \$20.00

e. Labor Rate Table: non-prevailing wage

	<u>Straight Time</u> <u>Hourly rate Mon</u> <u>through Sat</u>	<u>Overtime Hourly Rate</u> <u>Mon through Sat</u>	<u>Sunday/Holiday Rate</u>
Van & 2 workers	58.00	78.00	88.00
Each extra worker	20.00	30.00	40.00
Supervisor	26.00	36.00	46.00
Packer	20.00	30.00	40.00
Unpacker	20.00	30.00	40.00

f. Labor Rate Table: prevailing wage

	<u>Straight Time</u> <u>Hourly rate Mon</u> <u>through Fri</u>	<u>Overtime Hourly Rate</u> <u>Mon through Sat</u>	<u>Sunday/Holiday Rate</u>
Master Installer	60.00	90.00	120.00
Lead Installer	48.00	75.00	96.00
Installer I	45.00	55.00	90.00
Installer II	44.00	54.00	88.00

*Installers dismantle and reassemble modular furniture of various brands. They must be

paid in accordance with the State of California Prevailing Wage determination. The contractor is responsible for complying with all applicable laws. (see Exhibit PW).

Note: See Section II, Special Terms and Condition for bidder's employee requirements.

B. MATERIAL RATES

- (1) Prices include delivery to the facilities involved in the move.
- (2) Boxes must be office industrial strength and all items must meet or exceed the specifications shown below.
- (3) Complete this price list. Include cost for new and used boxes.

Description	Unit	List Price	Discount from List Price	Net Delivered Price Per "New" Unit	Net Delivered Price Per "Used" Unit
1.5 cu. ft. auto bottom box, holds up to 65lbs	Each	1.75	15 %	1.50	1.00
3.0 cu. ft. box, holds up to 100lbs	Each	1.85	19 %	1.50	1.00
4.0 cu. ft. box, holds up to 100lbs	Each	1.95	13 %	1.70	1.25
Packing Paper, white clear newsprint	Per lb.	2.40	20 %	2.00	Not applicable
Great American Packing Computer Bags, 12" x 48", or equal.	Each	2.50	40 %	1.50	Not applicable
Pactiv Bubble wrap, Perforated every 12", Indust. Strength, 24" x 750ft (small bubble) or equal	Per roll	85.00	41 %	50.00	Not applicable
Pactiv Bubble wrap, Perforated every 12", Indust. Strength, 24" x 250ft (large bubble) or equal	Per roll	80.00	37 %	50.00	Not applicable
Intertape Packing tape, Tan, 2" x 55 yards or equal	Per roll	3.50	29 %	2.50	Not applicable
Sigma Stretch Shrink wrap, 18" x 1500 ft. or equal	Per roll	22.00	23 %	17.00	Not applicable
Anti-Static bags for computer equipment	Each	1.00	50 %	.50	Not applicable

Bid prices based upon typical moves

Bidder: use your bid rates as shown earlier in this section to calculate your price for the following two "typical moves." The responsive and responsible bidder with the lowest combined price for these two "typical moves" will be considered to be the lowest bidder and will become the primary bidder. The responsive and responsive bidder with the next lowest combined price for these two typical moves will be considered the second lowest bidder and will become the secondary bidder.

Typical Moves

Instructions to Bidders: Use your bid rates as shown in A and B on the previous pages to complete the following two grids and the summary.

I. Foothill College: Regular workday move beginning at 8 a.m.

Assume that the move begins Monday, a normal business day, at 8 a.m. The crew will work 8 hours on Monday and 8 hours on the next day (Tuesday). No evening or weekend work will be required for this particular move.

Assume the job will require one van and two workers, an extra worker, and a supervisor. Two installers will also be needed. The installers must dismantle and reassemble various brands of systems furniture and freestanding furniture in order to facilitate the move.

Moving contractor tasks include the following:

- Provide boxes, bubble wrap, and shrink-wrap as specified in the below grid.
- Move boxes, computers, equipment, and furniture.
- Dismantle and reassemble various brands of systems and freestanding furniture.
- Store (palletize and organize parts) excess systems furniture at the District site.
- Remove and reinstall shelving.

District personnel will do the following:

- Provide or buy boxes.
- Pack and unpack boxes.
- Empty all desks and cabinets.
- Disconnect and reconnect computers and other devices.
- Move phones and copiers.

I. Typical Move	A. Qty or Number of Hours	B. Applicable Hourly rates or unit price for materials	Extended Amount (A x B)
Van & 2 workers	16 hours	58.00	928.00
Each extra worker	16 hours	20.00	320.00
Supervisor	16 hours	26.00	416.00
Installer I (two)	16 hours x 2	45.00	1,440.00
50 3.0 cu ft. industrial strength boxes holds up to 100 lbs	50 each	1.50	75.00
Pactiv Bubble wrap, Perforated every 12", Industrial Strength, 24" x 750ft (small bubble) or equal	2 each	50.00	100.00
Sigma Stretch Shrink wrap, 18" x 1500 ft. or equal	1 each	17.00	17.00

TOTAL COST		\$ 3,296.00
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II. De Anza College: Weekday and Saturday move beginning at 8 a.m.

Assume a three day move, 8 hours per day, beginning on a Thursday at 8 a.m. and ending on the following Saturday. No holiday or evening work is required for this particular move. Three programs with approximately 20 staff each will be moved during the three days. Some workstations are systems furniture and some are freestanding furniture. Installers will dismantle and reassemble Westinghouse and Herman Miller systems furniture. There may be other brands of systems furniture as well. Systems furniture will have to be dismantled and reassembled per floor plan. Reassembly of systems furniture may require pulling pieces from available stock and configuring new workspace.

Moving Contractor tasks include the following:

- Provide boxes, bubble wrap, shrink-wrap, and anti-static bags as specified in the below grid.
- Move boxes, computers, equipment, telephones, and furniture.
- When requested pack and unpack boxes.
- Upon request move copiers.
- Dismantle and reassemble various brands of systems and freestanding furniture.
- Store (palletize and organize parts) excess systems furniture at the District site.
- Remove and reinstall shelving.
- Office build-up using floor plans to construct individual work spaces.

District personnel will do the following:

- Provide or buy boxes.
- Pack and unpack boxes.
- Empty all desks and cabinets.
- Disconnect and reconnect computers, telephones, and other devices.

II. Typical Move	A. Qty or Number of Hours	B. Applicable Hourly rate or unit price for materials	Extended Amount (A x B)
Van & 2 workers Thurs. & Fri.	16 hours	58.00	928.00
Van & 2 workers on Saturday	8 hours	58.00	464.00
2 extra workers on Thurs. & Fri.	16 hours x 2	20.00	640.00
2 extra workers on Saturday	8 hours x 2	20.00	320.00
1 Supervisor on Thurs. & Fri.	16 hours	26.00	416.00
1 Supervisor on	8 hours	26.00	208.00

Saturday				X
2 Lead Installers on Thurs. & Fri.	16 hours x 2	48.00		1,536.00
2 Installer Is on Saturday	8 hours x 2	56.00		880.00
100 1.5 cu. ft. industrial strength boxes, holds up to 65 lbs	100 each	1.50		150.00
50 3.0 cu ft. industrial strength boxes holds up to 100 lbs	50 each	1.50		75.00
Pactiv Bubble wrap, Perforated every 12", Industrial Strength, 24" x 750ft (small bubble) or equal	2 each	50.00		100.00
Sigma Stretch Shrink wrap, 18" x 1500 ft. or equal	1 each	17.00		17.00
Anti-static bags	50 each	.50		25.00
Sales tax on supplies				34.87
TOTAL COST incl. Applicable Sales Tax				\$ 5,793.87

Bid Summary:

Total Cost of Typical Move I: \$ 3,296.00Total Cost of Typical Move II: \$ 5,793.87Grand Total Bid Price (I + II): \$ 9,089.87

Contractor Representative:

Give the name, title and telephone number of the Contractor representative who will coordinate moves for the District

Name DAVID BORRISON
 Title VCE PRESIDENT
 Telephone # (408) 210-5995

Other Governmental Agencies - Cooperative Purchasing:

Other school districts and public agencies within California may desire to award a contract in response to this Invitation for Bid. If authorized by the Contractor on the Bid Form, Contractor shall provide identical equipment and or services to these districts at the same prices and upon the same terms and conditions pursuant to Sections 20118 and 20652 of the California Public Contract Code. The District waives the right to require districts and offices to draw their warrants in favor of the District as provided in said code sections.