



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Scott P. Johnson

**SUBJECT: REPORT ON QUOTES FOR
CENTRAL SERVICE YARD
PHASE II MOVE**

DATE: November 20, 2006

Approved

Kay Winter

Date

11/26/06

COUNCIL DISTRICT: 3 and 7

RECOMMENDATION

Authorize the Director of Finance to execute a purchase order to Cor-O-Van Moving and Storage (San Jose, CA) for moving services needed to complete the Central Service Yard Phase II project for a not-to-exceed amount of \$125,001.

OUTCOME

To provide General Services with moving services that will ensure the least amount of disruption of daily activity as part of the Central Service Yard Phase II Project.

BACKGROUND

On November 15, 2005, City Council/Financing Authority approved Item 2.d, which authorized funding for relocation of staff from various yards to the Central Service Yard and other miscellaneous expenses in the amount of \$700,000. The Department of General Services has requested the purchase of moving services to assist staff from the Departments of Transportation, Parks, Recreation and Neighborhood Services and General Services who will be relocating from the Main Yard, Mabury Yard, West Yard, and the Central Service Yard (Building B) to the new Central Service Yard Phase II buildings.

ANALYSIS

A request for quotation for moving services was issued on November 2, 2006 and advertised on the City of San Jose Bid Line, the web site, www.demandstar.com, and emailed to five vendors directly.

A mandatory pre-quote conference was held on November 7, 2006, which was attended by four vendors. Two quotations were received by the November 15, 2006 deadline. The RFQ process required all respondents to submit with their quotations, the required documentation including but not limited to references, insurance and staff resumes with a minimum of three years experience as Moving Project Managers. The two quotations received by Cor-O-Van and Double Day Office Services were evaluated and found to be responsive for inclusion of all required documentation. This was a price determinative quotation. Cor-O-Van submitted the low quotation and has the ability and capacity to perform given the experience, personnel, and equipment.

Rank	Company	Price	Local/Small Business Preference	Adjusted Total Price
1	Cor-O-Van (San Jose, CA) ⁽¹⁾	\$125,001.00	N/A	\$125,001.00
2	Double Day Office Services (San Francisco, CA)	\$199,870.00	N/A	\$199,870.00

⁽¹⁾ Cor-O-Van did not request to have the contracting preference applied to its quote

Local and Small Business preference had no effect on the outcome of this recommendation.

This purchase order requires all moving employees to be paid City of San Jose's Living Wage.

Cor-O-Van, per the RFQ will provide a faithful performance bond of 25% or \$31,250.25 based on the total cost of the project to ensure the project is completed in a timely matter.

POLICY ALTERNATIVES

Not applicable.

PUBLIC OUTREACH/INTEREST

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

While this recommendation is below the \$1 million threshold, this memorandum will be posted on the City's website for the December 12, 2006 Council Agenda. A request for quotation was issued on November 2, 2006 and advertised on the City's bid line, www.demandstar.com, and emailed to five (5) vendors directly.

COORDINATION

This memorandum has been coordinated with the Departments of General Services, Transportation, Parks, Recreation and Neighborhood Services, the City Manager's Budget Office, and the Office of the City Attorney.

FISCAL/POLICY ALIGNMENT

This project is consistent with the Council approved General Budget Principle to focus on protecting our vital core city services for both the short and long-term.

COST SUMMARY/IMPLICATIONS

Not applicable.

BUDGET REFERENCE

Fund #	Appn #	Appn. Name	Total Appn	Amt. for Contract	Adopted Budget Page	Last Budget Action (Date, Ord. No.)
395	4962	CSY Phase II	\$5,440,000	\$125,001.00	V-1258	10/17/2006 Ord. No 27888

CEQA

Not a Project


SCOTT P. JOHNSON
Director, Finance

For questions please contact Walter Rossmann, Chief Purchasing Officer, at 408-535-7051.