



Agenda Submittal

Agenda #: 14 **Status:** Approved
Type: Contract **Department:** General Services
File #: 17-653 **Contact:** Dianne Luna, 784-6320
Agenda date: 9/12/2017 **Final action:** 9/12/2017
Title: Approve a moving services contract with Chipman Relocation and Logistics of Fairfield for an amount not to exceed \$100,000 for the period of September 19, 2017 through June 30, 2020, with the option to extend for two additional one year periods; and Authorize the County Administrator to sign the contract and to execute any necessary amendments to the contract
Governing body: Board of Supervisors
District: All
Attachments: 1. A - Agreement, 2. B - Invitation to Bid, 3. C - Bid Recap, 4. Executed Contract, 5. Minute Order

Date	Ver.	Action By	Action	Result
9/12/2017	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

General Services recommends that the Board of Supervisors:

1. Approve a contract with Chipman Relocation and Logistics (Chipman) for an amount not to exceed \$100,000 for the period of September 19, 2017 through June 30, 2020, with the option to extend for two additional one year periods (Attachment A); and
2. Authorize the County Administrator to sign the contract and to execute any necessary amendments to the contract.

SUMMARY/DISCUSSION:

The Department of General Services conducted a competitive bid (Attachment B) in July 2017 to obtain the lowest cost firm to provide moving services on an as needed basis for County departments in accordance with the County's purchasing and contracting policies. Four bids were received and the lowest overall bidder was Chipman Relocation of Fairfield as noted in Attachment C. Chipman is a local contractor and has provided moving services since 1939. The proposed contract is for a three year term with the option to extend for two additional one year periods.

FINANCIAL IMPACT:

The costs for moving services are incurred as services are requested and these expenses are paid using funds budgeted in Department operating budgets. In addition, moving costs for County surplus property are budgeted in General Services Department Budget Unit 1283 (Central Services/Purchasing Division).

ALTERNATIVES:

The Board could elect not to approve the moving services contract. This action is not recommended since moving services are needed to support surplus property, furniture, and equipment moves for County departments on an as-needed basis.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed the proposed contract with Chipman Relocation and Logistics and approved it as to form.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION