

City of Sacramento

Legislation Text

File #: 2019-01549, **Version:** 1

Title:

Change Order No. 1: On Call Moving Services and Modular Furniture Design & Installation Contract

File ID: 2019-01549

Location: Citywide

Recommendation:

Pass a Motion: 1) authorizing the City Manager or the City Manager's designee to execute Change Order No. 1 to Contract No. 2019-0225 with Chipman Corporation dba Chipman Relocation & Logistics in an amount not to exceed \$300,000, for a new total not-to-exceed amount of \$395,000; and 2) resetting the City Manager's authority to issue change orders for Contract No. 2019-0225.

Contact: Mark C. Brown, Supervising Engineer, (916) 808-7118; James Christensen, Facilities Manager, (916) 808-5863, Department of Public Works

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-Change Order No. 1

Description/Analysis

Issue Detail: On February 27, 2019, the Department of Public Works Facilities and Real Property Management Division executed an On-Call Moving and Modular Furniture Design & Installation Maintenance Contract with Chipman Corporation dba Chipman Relocation & Logistics ("Chipman") in an amount not to exceed \$95,000 for a period of one year. The City's Chipman contract was executed pursuant to a cooperative purchasing agreement solicited by the County of Sacramento (County Contract WA00035969).

The City's Chipman contract included options for additional one-year periods provided the total contract did not exceed five years. Due to the extraordinary amount of service the City has required

from this vendor, the current annual contract amount is nearly expended. Future projections indicate that demand for this type of service will continue. This Change Order will increase the not-to-exceed amount of Contract 2019-0225 to \$395,000 and exercise two additional years of service to allow for a total of three years in order to have Facilities staff continue the “best practices” for cost effective and efficient project delivery.

Policy Considerations: The recommendations in this report are in accordance with the provisions of City Code Chapter 3.60 and City Code section 3.56.240.

Economic Impacts: None.

Environmental Considerations:

California Environmental Quality Act: The recommended action is exempt from CEQA pursuant to Section 15301 of the CEQA Guidelines because the on-call moving, and furniture design and installation services involve the repair of an existing public structure with no expansion of use beyond the existing level.

Sustainability: None

Commission/Committee Action: Not applicable

Rationale for Recommendation: Change Order No. 1 to Contract No. 2019-0225 in an amount not to exceed \$300,000, for a total not to exceed amount of \$395,000, with Chipman is necessary to assist the Facilities and Real Property Management Division with timely and cost-effective project delivery through February 2022.

Financial Considerations: Task Orders for individual projects and Purchase Orders encumbering funds under the agreement will not be created until projects are identified. Funding for each project will be identified at the time the project is being assigned and the Purchase Order is authorized. The funding sources may include local and state funds (if bidding can be waived), and the requesting departments’ operating budgets.

Local Business Enterprise (LBE): Chipman Corporation dba Chipman Relocation & Logistics is an LBE.