

DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

<input type="checkbox"/> New Contract	<input type="checkbox"/> OTR	<input type="checkbox"/> Sole Source	<input checked="" type="checkbox"/> Bid Waiver	<input type="checkbox"/> Emergency	Previous Contract/Project No. N/A
<input type="checkbox"/> Re-Bid	<input checked="" type="checkbox"/> Other	LIVING WAGE APPLIES: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
Requisition No./Project No.:	RQSW1800013/BW9986-SW		TERM OF CONTRACT	One-Time Purchase	
Requisition /Project Title:	PURCHASE OF AN OFFICE TRAILER FOR MOSQUITO CONTROL				
Description:	The purpose of this non-competitive acquisition is to purchase an already installed and occupied office trailer for the Solid Waste Mosquito Control Division.				
Issuing Department:	ISD for SW	Contact Person:	Jennyfer Calderon	Phone:	305-375-5312
Estimate Cost:	\$55,612.50	GENERAL		FEDERAL	OTHER
		Funding Source:	<input checked="" type="checkbox"/> X		

ANALYSIS

Commodity Codes:	070-72				
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
		<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:					
Small Business Enterprise:					
Contract Value:					
Comments:					
Continued on another page (s): <input type="checkbox"/> Yes <input type="checkbox"/> No					

RECOMMENDATIONS

	Set-aside	Sub-contractor goal	Bid preference	Selection factor
SBE	x			
Basis of recommendation:				
Signed:	Jennyfer Calderon	Date sent to SBD:	8/07/2018	
		Date returned to PMS:		

MARKET RESEARCH

Contract No.: TBA	Recommendation: <input type="checkbox"/> Exercise OTR <input checked="" type="checkbox"/> Non-Competitive Contract <input type="checkbox"/> Solicit Competition <input type="checkbox"/> Access Contract <input type="checkbox"/> Other
Title: Purchase of an Office Trailer for the Solid Waste Division	
Procurement Contracting Officer: Jennyfer Calderon	

The purpose of this market research is to validate if it is in the best interest of the County to process a non-competitive item for the purchase of an office trailer for the Solid Waste Mosquito Control Division; rather than solicit an open competitive solicitation.

Background:

Approximately ten years ago, the Public Works Road, Bridge and Canal Maintenance Division rented an office trailer through Modular Space Corporations dba ModSpace, to house the Traffic Engineering Division' staff. The trailer configuration is 24' X 56' in size, with a life expectancy of about 20 years. In 2014, the division vacated the premises as they did not longer needed the space.

Since the trailer was installed right behind the Mosquito Control Division and they needed the extra space for their staff, the Solid Waste Department deemed that it was in the best interest to continue leasing the trailer. Since then, the trailer has been renovated by ModSpace to accommodate four enclosed offices, a conference room, a bathroom, and a kitchen. The renovation extended the life expectancy for an additional ten years. Therefore, the trailer shall be expected to last another 20 years.

Currently, the division is paying monthly the amount of \$1,903.00 for the rental of the trailer on a month to month agreement. If Solid Waste continues renting the unit for the next 20 years, they would have to pay the total amount of \$456,720. A quote was provided by ModSpace for the purchase of the trailer for the amount of \$62,912.50. Solid Waste staff negotiated with the vendor a final price of \$55,612.50, which resulted with a reduction of \$7,300 from the original quoted price.

In order to purchase a new trailer, the County would have to consider the additional cost of the purchase of all necessary permits; certificate of occupancy, the temporary relocation of staff; the rental of storage space; the disconnection for the equipment (e.g.: phone, printers, etc.), utilities (e.g.: electrical, water, sanitary, etc.), and HVAC unite from the old structure; the development of a ground foundation plan if required; the installation of the utilities, equipment, HVAC unit, insulation, and fire sprinkler piping to the new structure; potential reconfiguration of the interior and/or exterior, etc.

Research Conducted:

Solid Waste

A research was conducted on the ModSpace website in order to determine if the price being offered by them was fair. It was found that a trailer was available for purchase at \$38,700; however, it was smaller in size, did not have enclosed offices, nor a conference room or a kitchen. In addition, Solid Waste visited Mobile Modular Management Corp.'s website to find a similar sized trailer at \$42,867; however, it was not configured to fulfil the department's needs, plus it was located in Texas which would add cost for shipment.

Procurement Management

A survey was conducted to several vendors prequalified under RTQ-00266, Manufacture (Modular) Building, in order to find companies offering similar trailers for sell and their prices. In addition, a group of companies randomly selected in the internet were also surveyed. The survey revealed the following:

Purchase of an Office Trailer for the Solid Waste Mosquito Control Division

Company Name	Price	24' x 56 ' Size Trailer	Similar Configuration	Comments
Advance Modular Structures, Inc.	\$70,000	Yes	No	The trailer has an open space which would have to be remodeled to accommodate the desired configuration.
Mardan Fabrication, Inc.		No	No	Outside of their scope
McGrath Rent Corp.	\$87,995	Yes	Yes	Additional cost for impact windows is \$2,000
ebay	\$40,123	Yes	No	The trailer was used and in mid condition, did not have a conference room, nor a Kitchen, and it was located in Nebraska adding potential shipment cost.
WILSCOT	\$85,000	Yes	Yes	Additional bathroom for \$2,000.
Vision Building Systems, LLC.	\$81,021	Yes	Yes	Additional cost for impact windows at \$4,658 Additional cost for deck with handicap ramp at \$5,198

None of the above quoted prices includes the cost associated with the installation of utilities equipment, HVAC unit, insulation, and fire sprinkler piping; nor the cost of all required permits, or any required reconfiguration of the interior or exterior of the unit.

Recommendation:

Based on the findings, it is recommended that it is in the best interest of the County that a non-competitive acquisition is process for the purchase of the already installed and occupied office trailer for the Solid Waste Mosquito Control Division.

Procurement Contracting Officer Jennyfer Calderon

Date: 7/30/2018

Manager: Jessica Tyrrell

Date: 7/30/2018