



City Council Report

915 I Street, 1st Floor
Sacramento, CA 95814

www.cityofsacramento.org

File ID: 2021-00861

September 14, 2021

Consent Item 16

Title: Cooperative Purchase Contract: Mobile Office Trailer

Location: Citywide

Recommendation: Adopt a Resolution: 1) approving the use of Omnia Partners cooperative purchasing agreement R160101 for the purchase of a mobile office trailer for the Sacramento River Water Treatment Plant Project; 2) authorizing the City Manager, or the City Manager's designee, to execute an agreement with Williams Scotsman, Inc. in an amount not-to-exceed \$241,832; and 3) authorizing the City Manager to transfer \$350,000 from the Water Base CIP Contingency Program (Z14000700) to the Sacramento River Water Treatment Plant Improvements Program (Z14210100) to fund this agreement.

Contact: Dalton Le, Administrative Analyst (916) 808-5114; David Herrmann, Superintendent (916) 808-5652; Pravani Vandeyar, Water Division Manager, (916) 808-3765; Department of Utilities

Presenter: None

Attachments:

- 1-Description/Analysis
- 2-Resolution
- 3-Contract

Description/Analysis

Issue Detail: Staff recommends Council approve an agreement with William Scotsman, Inc. for the purchase of a mobile office trailer to provide additional office space for the Sacramento River Water Treatment Plant.

The existing office buildings at the Sacramento River Water Treatment Plant (SRWTP) have insufficient space for the current Operations and Maintenance (O&M) staff working at this facility. Additionally, with the upcoming expansion of the SRWTP, those staff members may be displaced from their current offices, requiring temporary relocation. The Department of Utilities (DOU) has already maximized existing office space and conference rooms by converting them into hoteling stations, however this still does not meet the space demand and is not a permanent solution.

Mobile office trailers have been previously utilized at DOU to provide supplemental office space. Purchasing a mobile trailer provides flexibility for stationing the trailer at the most needed location. A mobile office trailer was once located at SRWTP for a rehabilitation project and was used as the City's construction trailer. That same trailer now resides at the 35th Ave campus and serves as an office for the Accelerated Water Meter Project.

This project will include the purchase of a mobile office trailer under this agreement, as well as furnishings for four offices and seven hoteling stations, a small kitchenette, access stairs and ramps installed for ADA compliance, and fees associated with setting up the trailer including the required building inspections and permits.

Policy Considerations: Per City Code 3.56.240, the City Manager, where advantageous to the City, may, by cooperative purchasing agreements approved by the City Council, purchase supplies or nonprofessional services through legal contracts of other governmental jurisdictions or public agencies without separate competitive bidding by the City.

Economic Impacts: None

Environmental Considerations: This report concerns the purchase and locating of a mobile office trailer and associated equipment to the SRWTP and has been determined to be exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15301. The activity consists of the operation, permitting, and/or minor alteration of existing facilities (SRWTP) involving negligible or no expansion of existing or former use.

Sustainability: The proposed project is consistent with the 2035 General Plan Goal U2.1 as it improves water supply facilities, ensuring a high-quality and reliable supply of water.

Commission/Committee Action: Not applicable

Rationale for Recommendation: To maximize cost savings and staff resources, many government agencies share contracting efforts through cooperative purchasing. This procurement approach increases pricing competitiveness and lowers operating costs through volume purchasing.

The City of Sacramento (City) has used both regional and national cooperative purchasing agreements to complement its own contracting initiatives. Cooperative purchasing enables City departments to evaluate a broader range of contracting opportunities and to share resources with other jurisdictions. Cooperative purchasing also leverages internal and external resources to maximize cost-saving opportunities for the City.

Financial Considerations: The proposed agreement is for an amount not-to-exceed \$241,832. The total estimated cost for the project is \$350,000. To provide sufficient funding for this project, staff recommends transferring \$350,000 from the Water Base CIP Contingency Program (Z14000700, Fund 6005) to the Sacramento River Water Treatment Plant Program (Z14210100, Fund 6005).

There are no General Funds planned or allocated for this project.

Local Business Enterprise (LBE): Williams Scotsman, Inc. is an LBE.

RESOLUTION NO. 2021-

Adopted by the Sacramento City Council

September 14, 2021

Cooperative Agreement: Mobile Office Trailer

BACKGROUND

- A. The existing office buildings at the Sacramento River Water Treatment Plant (SRWTP) have insufficient space for the current Operations and Maintenance (O&M) staff working at this facility. Additionally, with the upcoming expansion of the SRWTP, those staff members may be displaced from their current offices, requiring temporary relocation. The Department of Utilities (DOU) has already maximized existing office space and conference rooms by converting them into hoteling stations, however this still does not meet the space demand and is not a permanent solution.

Mobile office trailers have been previously utilized at DOU to provide supplemental office space. Purchasing a mobile trailer provides flexibility for stationing the trailer at the most needed location. A mobile office trailer was once located at SRWTP for a rehabilitation project and was used as the City's construction trailer. That same trailer now resides at the 35th Ave campus and serves as an office for the Accelerated Water Meter Project.

This project will include the purchase of a mobile office trailer under this agreement, as well as furnishings for four offices and seven hoteling stations, a small kitchenette, access stairs and ramps installed for ADA compliance, and fees associated with setting up the trailer including the required building inspections and permits.

- B. The City of Sacramento (City) has used both regional and national cooperative purchasing agreements to complement its own contracting initiatives. Cooperative purchasing enables City departments to evaluate a broader range of contracting opportunities and to share resources with other jurisdictions. Cooperative purchasing also leverages internal and external resources to maximize cost-saving opportunities for the City.
- C. Staff recommends Council approve an agreement with William Scotsman, Inc. for the purchase of a mobile office trailer to provide additional office space for the Sacramento River Water Treatment Plant.

Per City Code 3.56.240, the City Manager, where advantageous to the City, may, by cooperative purchasing agreements approved by the City Council, purchase supplies or

nonprofessional services through legal contracts of other governmental jurisdictions or public agencies without separate competitive bidding by the City.

- D. A budget augmentation of \$350,000 is required to provide sufficient funds to purchase the trailer and fund other associated costs with this project, such as furnishings and the required building permits and inspections.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. The use of Omnia Partners cooperative purchasing agreement R160101 for the purchase of a mobile office trailer from William Scotsman, Inc. for the Sacramento River Water Treatment Plant Project, is approved.
- Section 2. The City Manager or the City Manager’s designee is authorized to execute an agreement with Williams Scotsman, Inc. to purchase an office trailer for the Sacramento WTP Improvements project for an amount not-to-exceed \$241,832.
- Section 3. The following budget transfer is approved:

| Project No. | Fund | Project Name | Amount |
|--------------------|-------------|-------------------------------------------|---------------|
| Z14000700 | 6005 | Water Base CIP Contingency Program | (\$350,000) |
| Z14210100 | 6005 | Sacramento River WTP Improvements Program | \$350,000 |



Williams Scotsman, Inc.
 2910 Ramco Street
 West Sacramento CA 95691

Your WillScot Representative
 Dave Ryden, Territory Sales Manager
Phone: (916)373-9000
Email: dave.ryden@willscot.com
Toll Free: 800-782-1500

Contract Number: 1477947
Revision: 2
Date: May 20, 2021

SALE AGREEMENT FOR NEW EQUIPMENT WITH LIMITED WARRANTY

Buyer: 0010447005
 CITY OF SACRAMENTO
 915 I ST FL 3
 SACRAMENTO, California, 95814

Contact:
 Sarah Morrissey
 5730 24th Street, Building 22
 Sacramento, CA, 95822
 Phone: (916) 808-5114
 Email: smorrissey@cityofsacramento.org

Ship To Address:
 1 Water Street
 SACRAMENTO , CA 95811 US
Delivery Date (on or about):
10/20/2021

| Unit Description and Pricing | Quantity | Price | Extended |
|--------------------------------------------------------------------------------------|----------|--------------|---------------------|
| 64x24 Modular (60x24 Box) | 1 | \$191,272.90 | \$191,272.90 |
| Foundation / Tiedown Plans | 1 | \$700.00 | \$700.00 |
| Ramp / Stair Plans | 1 | \$930.00 | \$930.00 |
| Ramp - Delivery & Installation | 1 | \$2,698.67 | \$2,698.67 |
| ADA/IBC Ramp-36' w/ switchback | 1 | \$8,626.45 | \$8,626.45 |
| Steps - OSHA Aluminum Sale | 1 | \$1,995.00 | \$1,995.00 |
| Steps - OSHA Aluminum Set Up | 1 | \$200.00 | \$200.00 |
| TCPN Administrative Fee | 1 | \$4,978.00 | \$4,978.00 |
| License fee | 1 | \$3,800.00 | \$3,800.00 |
| License transfer fee | 1 | \$120.00 | \$120.00 |
| Delivery Freight | 2 | \$6,969.42 | \$13,938.84 |
| Block and Level | 1 | \$6,326.58 | \$6,326.58 |
| Tiedowns into dirt | 18 | \$121.38 | \$2,184.84 |
| Wood skirting | 168 | \$24.17 | \$4,060.56 |
| Total Purchase Price Including Delivery & Installation (if applicable)* : | | | \$241,831.84 |

*All prices exclude applicable taxes. Pricing is valid for thirty (30) days.

Scope of Work

Comments

1. Quote includes prevailing wage. 2. All connections to the building (electrical, plumbing, plumbing tree, data, phone, gutters etc.. are customer responsibility.

Summary of Charges

| | | |
|---------------|-------------|--------------------------------------------------|
| Model: SM6424 | QUANTITY: 1 | Total Charges for (1) Building(s): \$241,831.84 |
|---------------|-------------|--------------------------------------------------|



Williams Scotsman, Inc.
 2910 Ramco Street
 West Sacramento CA 95691

Your WillScot Representative
 Dave Ryden, Territory Sales Manager
Phone: (916)373-9000
Email: dave.ryden@willscot.com
Toll Free: 800-782-1500

Contract Number: 1477947
Revision: 2
Date: May 20, 2021

Payment Terms

Credit Terms: 50% due upon signing, 25% due upon unit delivery and remaining 25% due upon substantial completion.

Acknowledgement

This Sales Agreement (the "Agreement") is made on May 21, 2021, by and between **Williams Scotsman, Inc.**, a Maryland corporation, doing business at 901 S Bond Street Suite 600, Baltimore, Maryland 21231 ("Seller") and CITY OF SACRAMENTO ("Buyer"), doing business at the address noted above.

Buyer agrees to purchase from Seller one or more trailer(s) and/or relocatable modular and/or pre-fabricated structures, including stairs, railings, furniture, and other items attached or appurtenant thereto, as noted above and detailed on any Addenda to this Agreement (hereinafter collectively referred to as the "Equipment"), for the purchase price and payment terms and subject to the terms and conditions set forth of this Agreement and as detailed on the Addenda to this Agreement. The Agreement and the Addenda together form the "Contract Documents". The Addenda are as follows and are an integral part of this Agreement.

Addenda: No addenda are included with this document

*All prices exclude applicable taxes.

By its signature below, Buyer hereby acknowledges that it has read and agrees to be bound by the Seller's Sales Agreement Additional Terms and Conditions (11-30-11) located on Seller's internet site (<https://www.willscot.com/About/terms-conditions>) in their entirety, which are incorporated herein by reference and agrees to purchase the Equipment from Seller subject to the terms therein.

LIMITED WARRANTY: Seller hereby warrants to Buyer that at the time of delivery Seller has good and marketable title to the Equipment, free and clear of all liens and encumbrances arising by or through the Seller. Seller warrants to Buyer that the materials and equipment (the "Equipment") furnished by Seller hereunder will be of good quality and new (factory built) and free from defects for a period of one (1) year from the date of delivery of the Equipment. Further, Seller hereby assigns to Buyer all assignable manufacturers' warranties, which shall be subject to the specific manufacturer's warranty provisions and time period. During the warranty period, Seller shall repair or replace all defective parts of the Equipment which are covered under Seller's warranty, (excluding maintenance items such as HVAC filters, fire extinguishers, fuses/breakers, and light bulbs). Seller's warranty excludes repairs for damage or defect caused by abuse, work or modifications not executed by Seller, Buyer's alteration of the Equipment, improper or insufficient maintenance, improper operation, unreasonable and/or excessive use, or use of the Equipment for a purpose for which it was not intended or other misuse. Seller shall have no liability whatsoever for any consequential or incidental damages, costs or expenses arising from the Equipment, the work or any other factor. **Except as expressly stated herein, Seller disclaims any and all other warranties, either expressed or implied, including without limitation all warranties of merchantability, fitness for a particular purpose or usage of trade.**

| Signatures | |
|-----------------------------------------|----------------------------------------|
| BUYER (Name): CITY OF SACRAMENTO | SELLER: Williams Scotsman, Inc. |
| Signature: | Signature: |
| Print Name: | Print Name: |
| Title: | Title: |
| Date: | Date: |
| PO#: | |

PLEASE RETURN SIGNED AGREEMENT TO: BALLleases@willscot.com

Williams Scotsman now issues paperless invoices via email, an efficient, convenient & environmentally friendly process. Go green and provide us with the proper email address for your invoices.

AP Email:

No thanks. Please mail my invoices to:
 5730 24th Street, Building 22
 SACRAMENTO, California, 95814