

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 11/10)

CALIFORNIA ENERGY COMMISSION


 New Contract - - Amendment to Existing Contract: - - Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Financial Services	Sherryl Yourczek	5	916-653-2963	2/16/11

Contractor's Legal Name	Federal ID Number
Pacific Storage Company	94-0745450

Title of Project
Records Storage

Term	Start Date	End Date	Amount
New/Original Contract	03 / 01 / 11	03 / 01 / 13	\$ 40,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information

Proposed Business Meeting Date	2/9/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Sherryl Yourczek	Time Needed:	10 minutes

Agenda Item Subject and Description

Possible approval of a contract with Pacific Storage company to store, retrieve and deliver archived records for two years.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

- Contracts less than \$10k (*Policy Committee's signature is also required*)
- Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
- Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable

Purpose of this contract is to store, retrieve, deliver, and destroy Energy Commission archived records for a period of two years.

California Environmental Quality Act (CEQA) Compliance

- Is Contract considered a "Project" under CEQA?

Yes: skip to question 2 No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":
 Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because records will be housed in an already existing warehouse.
- If contract is considered a "Project" under CEQA:

a) Contract **IS** exempt. (Draft NOE required)

Statutory Exemption. List PRC and/or CCR section number: _____

Categorical Exemption. List CCR section number: _____

Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

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Budgets Information								
Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$	10/11	\$40,000	Yes	State - ERPA	10/11	200.005	\$40,000
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$40,000		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$40,000		TOTAL: \$40,000			TOTAL: \$40,000			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	Richard Steed	Name:	Same
Address:	4601 Beloit Dr.	Address:	
City, State, Zip:	Sacramento, CA 95838	City, State, Zip:	
Phone/ Fax:	916-649-7312/ 916-313-3200	Phone/ Fax:	
E-Mail:	rsteed@pacific-records.com	E-Mail:	

Contractor Is
<input checked="" type="checkbox"/> Private Company (including non-profits) <input type="checkbox"/> CA State Agency (including UC and CSU) <input type="checkbox"/> Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used
<input checked="" type="checkbox"/> Solicitation IFB Solicitation #: 200-10-202 <input type="checkbox"/> Non Competitive Bid (Attach CEC 96) <input type="checkbox"/> Exempt Select Exemption (see instructions)

Civil Service Considerations
<input type="checkbox"/> Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship) <input type="checkbox"/> Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER) <input checked="" type="checkbox"/> The Services Contracted: <ul style="list-style-type: none"> <input type="checkbox"/> are not available within civil service <input checked="" type="checkbox"/> cannot be performed satisfactorily by civil service employees <input type="checkbox"/> are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system. <input type="checkbox"/> The Services are of such an: <ul style="list-style-type: none"> <input type="checkbox"/> urgent <input type="checkbox"/> temporary, or <input type="checkbox"/> occasional nature that the delay to implement under civil service would frustrate their very purpose.
Justification:

Payment Method
<input checked="" type="checkbox"/> A. Reimbursement in arrears based on: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Itemized Monthly <input type="checkbox"/> Itemized Quarterly <input type="checkbox"/> Flat Rate <input type="checkbox"/> One-time <input type="checkbox"/> B. Advanced Payment <input type="checkbox"/> C. Other, explain:



Retention	
1. Is contract subject to retention?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
If Yes, Do you plan to release retention prior to contract termination?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes

Justification of Rates	
The rates are in accordance with the industry standard for like work. These rates are comparable to the current provider of this service as well as the other bidder.	

Disabled Veteran Business Enterprise Program (DVBE)	
1. <input type="checkbox"/> Not Applicable	
2. <input checked="" type="checkbox"/> Meets DVBE Requirements	DVBE Amount:\$ <u>12000</u> DVBE %: <u>300%</u>
<input type="checkbox"/> Contractor is Certified DVBE	
<input checked="" type="checkbox"/> Contractor is Subcontracting with a DVBE:	<u>Ehler Business Group</u>
3. <input type="checkbox"/> Requesting DVBE Exemption (attach CEC 95)	

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?		<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
If yes, check appropriate box:		<input type="checkbox"/> SB <input type="checkbox"/> MB <input type="checkbox"/> DVBE

Is Contractor subcontracting any services?		<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:		
Ehler Business Group	<input type="checkbox"/> No <input type="checkbox"/> SB	<input checked="" type="checkbox"/> MB <input checked="" type="checkbox"/> DVBE
	<input type="checkbox"/> No <input type="checkbox"/> SB	<input type="checkbox"/> MB <input type="checkbox"/> DVBE
	<input type="checkbox"/> No <input type="checkbox"/> SB	<input type="checkbox"/> MB <input type="checkbox"/> DVBE

Miscellaneous Contract Information	
1. Will there be Work Authorizations?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
2. Will there be IT expenditures?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
3. Is the Contractor providing confidential information?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
4. Is the contractor going to purchase equipment?	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
5. Check frequency of progress reports	
<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other...	
6. Will a final report be required?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
7. Is the contract, with amendments, longer than a year? If yes, why?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
A two year contract allows the state to receive a lower rate.	

The following items should be attached to this CRF	
1. Scope of Work, Attach as Exhibit A.	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input type="checkbox"/> N/A <input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached
7. Resumes	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Attached

Contract Manager Date Office Manager Date Deputy Director Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting. See Business Meeting Information Section.

Presiding Policy Committee Date Associate Policy Committee Date Executive Director Date