

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 5/11)

CALIFORNIA ENERGY COMMISSION


 New Contract 200-11-012 Amendment to Existing Contract: _____ - _____ Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
200 Human Resources and Support Services	David Lopez	5	916-654-4297	2/16/11

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

Title of Project
Moving Services

Term	Start Date	End Date	Amount
New/Original Contract	02 / 15 / 12	02 / 15 / 14	\$ 160,000

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	2/8/12	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Sherryl Yourczek	Time Needed:	5 minutes

Agenda Item Subject and Description
Moving Services Contract - possible approval for a moving services contract to be utilized for ergonomic requests, modular panel reconfiguration, pick up and movement of used furniture from the warehouse to CEC locations, and movement of archive boxes from CEC to storage.

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
Needed to provide moving services for offices throughout Energy Commission for both ergonomic and modular moving needs to utilize space more efficiently.

California Environmental Quality Act (CEQA) Compliance
<p>1. Is Contract considered a "Project" under CEQA?</p> <p><input checked="" type="checkbox"/> Yes: skip to question 2 <input checked="" type="checkbox"/> No: complete the following (PRC 21065 and 14 CCR 15378):</p> <p>Explain why contract is not considered a "Project":</p> <p>Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because this contract will have no impact on the environment.</p>
<p>2. If contract is considered a "Project" under CEQA:</p> <p><input type="checkbox"/> a) Contract IS exempt. (Draft NOE required)</p> <p><input type="checkbox"/> Statutory Exemption. List PRC and/or CCR section number: _____</p> <p><input type="checkbox"/> Categorical Exemption. List CCR section number: _____</p> <p><input type="checkbox"/> Common Sense Exemption. 14 CCR 15061 (b) (3)</p> <p>Explain reason why contract is exempt under the above section: _____</p>
<p><input type="checkbox"/> 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.</p>

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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	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$160,000		\$	No	Funding Source	11/12	200.005	\$80,000
Federal	\$		\$	No	Funding Source	12/13	200.005	\$80,000
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other:	\$		\$	No	Other:			\$
TOTAL: \$160,000		TOTAL: \$80,000			TOTAL: \$160,000			
Reimbursement					Federal Agreement #:			

Contractor's Administrator/ Officer		Contractor's Project Manager	
Name:	David Delihart	Name:	David Delihart
Address:	4845 Parker Avenue	Address:	4845 Parker Avenue
City, State, Zip:	McClellan, CA 95652	City, State, Zip:	McClellan, CA 95652
Phone/ Fax:	916-234-7356	Phone/ Fax:	916-234-7356
E-Mail:		E-Mail:	

Contractor Is

Private Company (including non-profits)

CA State Agency (including UC and CSU)

Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

Solicitation Select Type Solicitation #: 200-10-206 # of Bids: 3 Low Bid? No Yes

Non Competitive Bid (Attach CEC 96)

Exempt Select Exemption (see instructions)

Civil Service Considerations

Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)

Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

The Services Contracted:

are not available within civil service

cannot be performed satisfactorily by civil service employees

are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.

The Services are of such an:

urgent

temporary, or

occasional nature

that the delay to implement under civil service would frustrate their very purpose.

Justification:

Payment Method

A. Reimbursement in arrears based on:

Itemized Monthly Itemized Quarterly Flat Rate One-time

B. Advanced Payment

C. Other, explain:



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

Justification of Rates

Disabled Veteran Business Enterprise Program (DVBE)		
1. <input type="checkbox"/> Not Applicable		
2. <input checked="" type="checkbox"/> Meets DVBE Requirements	DVBE Amount:\$ <u>6,000</u>	DVBE %: <u>300%</u>
<input type="checkbox"/> Contractor is Certified DVBE		
<input checked="" type="checkbox"/> Contractor is Subcontracting with a DVBE:	<u>Ehlert Business Group</u>	
3. <input type="checkbox"/> Contractor selected through CMAS or MSA with no DVBE participation.		
4. <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 type="checkbox"/> Yes
If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:		
Ehlert Business Group	<input type="checkbox"/> No	<input checked="" type="checkbox"/> SB <input 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. Is the Contractor providing confidential information?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
3. Is the contractor going to purchase equipment?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
4. Check frequency of progress reports		
<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input checked="" type="checkbox"/> N/A		
5. Will a final report be required?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes
6. Is the contract, with amendments, longer than a year? If yes, why?	<input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes

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
8. CEC 105, Questionnaire for Identifying Conflicts		<input checked="" type="checkbox"/> Attached
9. CEC 106, IT Component Reporting Form		<input checked="" 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

Exhibit A

SCOPE OF WORK

TASK 1- AGREEMENT MANAGEMENT

TASK 1.1 Invoices

The Contractor shall:

- Prepare invoices for all reimbursable expenses incurred performing work under this Agreement in compliance with the Exhibit B of the Terms and Conditions of the Agreement. Invoices must be submitted to the Energy Commission's Accounting Office.

Deliverables:

- Invoices

TASK 1.2 Manage Subcontractors

The goal of this task is to enforce subcontractor Agreement provisions, and in the event of failure of the subcontractor to satisfactorily perform services, recommend solution to resolve the problem.

The Contractor shall:

- Manage and coordinate subcontractor activities. The Contractor is responsible for the quality of all subcontractor work and the Energy Commission will assign all work to the Contractor. If the Contractor decides to add new subcontractors, they shall 1) comply with the Terms and Conditions of the Agreement, and 2) notify the CCM who will follow the Energy Commission's process for adding or replacing subcontractors.

TECHNICAL TASKS

TASK 2 - In-House Moving and Related Services

The in-house moving and related services will take place in the following locations:

1516 Ninth Street, Sacramento, California, 95814

1500 P Street, Sacramento, California, 95814

901 P Street, Sacramento, California, 95814

Other potential downtown Sacramento office locations

These locations are collectively referred to as the "Energy Commission Worksite"

Upon Request from the Energy Commission Contract Manager, the Contractor shall:

- Provide at least a 17' truck and between one and six workers, with the ability to bill for each additional worker.
- Provide assembly and disassembly of free standing modular furniture.
- Assist in the reconfigure of previously built cubicles, utilizing existing surplus modular furniture pieces provided by CEC.
- Provide move services at the Energy Commission Worksite.
- Rent various items from other vendors or purchase items from other vendors, with the cost not to exceed \$100 per item, per day. These items can include, but are not limited to, tables, chairs, library carts, patio heaters, generators.

- Unload the furniture and place in a designated and secured location at the Energy Commission Worksite.
- Assist CEC in making existing furniture functional, such as replacing missing screws or reattaching trim to wooden furniture with glue. Provide assistance for stacking, palletizing and shrink wrapping various items for pick up by other vendors.
- Provide an invoice to the CCM itemizing services completed for hours charged, including rental or purchase costs, if applicable.

The Commission Contract Manager shall:

- Provide contractor with three days written notice for when move services are needed.
- Provide a minimum of four hours of work per request for work.
- Assist in the redesign of previously built cubicles, utilizing existing surplus modular furniture pieces provided by CEC.

Task 3 - Pulling, Transporting and Working with Furniture and Boxes to & from Offsite Locations

The goal of this task is to periodically pull requested furniture from storage facilities located within a 20 mile radius of 1516 Ninth Street, Sacramento, California 95814.

Upon Request from the Energy Commission Contract Manager, the Contractor shall:

- Sort, organize and inventory modular parts at CEC Warehouse, located at 1901 Arena Blvd, Suite B, Sacramento 95834.
- Provide pick up and move services to and from DGS Property Reutilization Warehouse at 1700 National Drive, Sacramento 95834.
- Assist the CCM as needed, by pulling, palletizing and shrink wrapping requested furniture in preparation for transportation to the Energy Commission Worksite.
- Transport the furniture to the Energy Commission Worksite.
- Provide transportation of modular pieces within three days of CCM request to pull and transport.
- Unload the furniture and place in a designated and secure location at the Energy Commission Worksite.
- Provide moving services for archive boxes going from the Energy Commission Worksite to the State Record Center at 3240 Industrial Boulevard, West Sacramento 95691.
- Provide moving services for archive boxes going from the Energy Commission Worksite to Pacific Storage at 4601 Beloit Drive, Sacramento 95838.

The Commission Contract Manager shall:

- Provide detailed inventory pull requests in writing via email, mail or facsimile to the Contractor as soon as possible, but no less than three days prior to the need for the pieces.
- The CCM anticipates that there will be approximately 8-12 moving events to and from offsite locations.