



Sean Rogan
Executive Director

COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles

2 Coral Circle • Monterey Park, CA 91755
323.890.7001 • TTY: 323.838.7449 • www.lacdc.org



Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich
Commissioners

May 01, 2012

The Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**AWARD A CONTRACT TO NEW TANGRAM LLC TO MOVE AND STORE FURNITURE AND
EQUIPMENT FROM THE COMMISSION'S MONTEREY PARK OFFICE
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

This letter recommends award of a moving services contract to New Tangram LLC, the lowest responsive and responsible bidder, to move furniture and equipment from the Commission's office building at 2 Coral Circle in Monterey Park to other office locations in Alhambra, Santa Fe Springs, and East Los Angeles. The contract also provides for temporary storage of some boxes, equipment and furniture with subsequent delivery of the stored items to the Commission's new office building at 700 West Main Street in the Fall of 2012.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Award and authorize the Executive Director or his designee to execute, amend, and if necessary, terminate a moving services contract with New Tangram LLC, using up to \$155,839 in agency administrative funds included in the Commission and Housing Authority's approved Fiscal Year 2011–2012 budgets.
2. Authorize the Executive Director or his designee to approve contract change orders not to exceed \$15,584 for unforeseen project costs.
3. Find that the approval of the contract is exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the work includes activities that will not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Construction of the new building in Alhambra is expected to be completed in September 2012, and Commission staff will move in shortly thereafter. In the meantime, the Commission's current lease at its Monterey Park office will expire on May 26, 2012. The Commission has been unable to reach agreement with its current landlord for an extension of the current lease with reasonable terms. A related Board letter on today's agenda requests your Board's approval of a Sublease at 1000 South Fremont Avenue in Alhambra, which will provide temporary office space for Commission staff until they can relocate permanently to the new building.

Most of the employees from the Monterey Park office will be moving to the temporary location on Fremont Avenue. Some employees will be moving to available space at the Commission's two other administrative office buildings, located at 4800 Cesar Chavez Avenue in unincorporated East Los Angeles and 12131 Telegraph Road in Santa Fe Springs. Under the proposed contract, New Tangram LLC will provide moving services from the Monterey Park office to these three locations in mid-May 2012. The temporary location includes workstations and desks for Commission use; therefore, most of the furniture from the Monterey Park office will be stored off-site at New Tangram's facilities. The proposed contract also includes the cost of storage and subsequent delivery of the stored items to the new building in the Fall of 2012.

The Commission will conduct a separate Invitation for Bids (IFB) for moving services from the East Los Angeles, Santa Fe Springs, and temporary Fremont Avenue locations to the new office building at 700 West Main Street in Alhambra. This move is expected to occur in the Fall of 2012.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The contract will be funded with up to \$155,839 in agency administrative funds included for this purpose in the Commission and Housing Authority's approved Fiscal Year 2011-2012 budgets, and funds to be included in the proposed Fiscal Year 2012-2013 budgets.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract is being federally funded, and is not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, New Tangram LLC will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guidelines Section 15301 because it involves no expansion of an existing use and does not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On February 23, 2012, an IFB process was initiated to identify contractors to provide moving services for the Commission. Electronic notices were sent to 17 firms identified from the Commission's vendor list. Advertisements also appeared on the County's WebVen and Commission websites. Addenda were issued on March 27, 2012 and April 3, 2012, to reflect the addition of the temporary Fremont Avenue location and the storage of furniture from the Monterey Park office.

On April 10, 2012, nine bids were received and formally opened. The seven lowest bids were determined to be non-responsive because they did not include required information. The lowest responsive and responsible bidder, New Tangram LLC, is being recommended for the contract award.

The Summary of Outreach Activities is provided as Attachment A.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed contract will provide necessary moving and storage services for furniture and equipment at Commission administrative offices.

Respectfully submitted,



SEAN ROGAN

Executive Director

SR:nt

Enclosures

ATTACHMENT A

Summary of Outreach Activities

Moving Services

On February 23, 2012, the following outreach was initiated to identify moving service contractors for the Commission.

A. Announcement

An announcement was posted on the County's WebVen and on Commission websites.

B. Distribution of Notices

The Commission's vendor list was used to send Invitation for Bids (IFB) notices to 17 moving service contractors, of which 3 identified themselves as firms owned by minorities or women (private firms that are 51 percent owned by minorities or women, or publicly owned businesses, in which 51 percent of the stock is held by minorities or women). As a result of the outreach, nine bids were received.

C. Bids Results

On April 10, 2012, nine bids were received. The bid results are as follows:

<u>Bidders</u>	<u>Bid Amounts</u>
• Mover Services, Inc.	\$50,219.50
• La Habra Relocations, Inc.	\$97,722.00
• Suddath	\$104,918.25
• King Company	\$105,134.25
• Beltmann Group	\$110,305.00
• American Relocation & Logistics	\$113,244.00
• Commercial Relocation Company	\$139,855.75
• New Tangram LLC	\$155,838.50
• Crown Worldwide Moving & Storage	\$193,329.10

The seven lowest bids were determined to be non-responsive. The lowest responsive and responsible bidder, New Tangram LLC, is being recommended for the contract award.

D. Minority/Women Participation – Selected Agency

<u>Name</u>	<u>Ownership</u>	<u>Employees</u>
New Tangram LLC	Non-Minority	Total 250 93 Minorities 106 Women 38% Minority 43% Women

E. Minority/Women Participation – Firms Not Selected

Mover Services, Inc.	Non-Minority	Total 45 29 Minorities 4 Women 65% Minority 7% Women
La Habra Relocations, Inc.	Non-Minority	Total 116 11 Minorities 66 Women 10% Minority 57% Women
Suddath	Non-Minority	Total 33 11 Minorities 13 Women 34% Minority 40% Women
King Company	Not Available	Not Available
Beltmann Group	Non-Minority	Total 295 135 Minorities 81 Women 46% Minority 28% Women
American Relocation	Non-Minority	Total 83 46 Minorities 23 Women 56% Minority 28% Women
Commercial Relocation Co.	Not Available	Not Available
Crown Worldwide	Non-Minority	Total 85 36 Minorities 10 Women 43% Minority 12% Women

The Commission conducts ongoing outreach to include minorities and women in the Contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the Commission.

The recommended award of Contract is being made in accordance with the Commission's policies and federal regulations, and without regard to race, creed, color, or gender.