



County of San Mateo

Inter-Departmental Correspondence

Department: COUNTY MANAGER

File #: 18-147

Board Meeting Date: 2/27/2018

Special Notice / Hearing: None
Vote Required: 4/5

To: Honorable Board of Supervisors
From: Deborah Bazan, Director of Project Development Unit
Subject: Mobile Modular Management Corporation Agreement for the Purchase of PDU Office Trailers

RECOMMENDATION:

Adopt resolutions authorizing:

- A) The Director of the Project Development Unit or his/her designee to enter into an agreement with Mobile Modular Management Corporation to secure the procurement of the office trailers in an amount not to exceed \$416,409; and
- B) An Appropriation Transfer Request (ATR) transferring \$416,409 from Non-Departmental ERAF Reserves to Fixed Assets Structures/Improvements in the Project Development Unit to fund the purchase of the Trailer Office Complex from Mobile Modular.

BACKGROUND:

In January 2013, a 108x60 foot mobile office and 12x60 foot restroom was rented by Sundt / Layton Construction and installed at 1402 Maple Street in Redwood City in order to provide a construction trailer for office space for the County employees and contractors working on the Maple Street Correctional Center construction project which was completed in 2016. In January, 2017 the Project Development Unit (PDU) was formed and assumed occupancy of mobile office space being vacated by the Maple Street Correctional Center project team.

DISCUSSION:

This site provides inexpensive office space and adequate parking for the PDU. The trailers have an estimated usable remaining life of 20-25 years and it would be to the County's advantage to purchase the trailers instead of continuing to lease them. The cost to rent the trailers for the next five years would be \$396,651. A quote was received from Mobile Modular to purchase the full trailer complex including the restroom trailer for \$383,804 plus sales tax. The purchase has been approved by the County Procurement Department.

For comparison purposes, a quote was received from Design Space Modular Buildings in the amount of \$543,000 (not including sales tax) for a similar trailer complex, which includes purchase, delivery,

set-up, and parts needed for set up, steps and ramp. Additionally there would be the added cost of water, sewer, power, internet, and telephone hook ups; the costs to move the furniture and computers to the new set up; and the time lost in making this move.

Executing the agreement with Mobile Modular Management Corporation for the purchase of the trailer complex contributes to the Shared Vision 2025 outcome of Collaborative Community by reducing the cost required to provide PDU staff with existing County office space.

FISCAL IMPACT:

Funding for this purchase is being funded with Non-Departmental ERAF Reserves.