



AGENDA MEMORANDUM

Action Item for the City Council Meeting May 21, 2024

DATE: May 21, 2024

TO: Peter Zaroni, City Manager

FROM: David S. Lehfeldt, Director of Solid Waste
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Purchase and Installation of a Modular Building
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CAPTION:

Motion authorizing the execution of an eight-month service agreement with Williams Scotsman, Inc., of Baltimore, Maryland, with an office in Corpus Christi, for \$317,817.14, for the purchase and installation of a modular building for office space for Solid Waste Services, with FY 2024 funding from the General Fund.

SUMMARY:

This motion authorizes the purchase of a modular building for the Solid Waste Service's Administrative staff to meet short-term office space. A short-term solution is needed until the construction of a permanent administrative building is completed within the next 4 – 5 years. This requested facility is nearly identical to the modular building presented to the Council in February.

BACKGROUND AND FINDINGS:

On February 20, 2024, City Council tabled Agenda item #10 Legistar number (23-1371), due to questions and concerns about purchasing a modular building. Council requested staff to obtain bids from local vendors. On March 18, 2024, Contracts and Procurement requested bids from firms interested and qualified in the production and installation of Modular Builds. On April 9, 2024, the City received five (5) responses to the Request for Bids (RFB) 5755, the recommended vender for the purchase and installation of a modular building is Williams Scotsman, Inc., of Baltimore, Maryland, with an office in Corpus Christi, Texas.

Solid Waste Services has the need for a new and larger office space to replace/combine

inadequate office spaces located at 2525 Hygeia. Currently, the existing office floor is sinking and causing interior walls to separate from the main structure, the stairs have become a hazard and liability risk. Staff that will office in the new structure are currently located in three different areas, this new building will foster a better working environment for them.

The requested building is not a common trailer or modular facility that is used for temporary purposes. Rather, the requested facility is more permanent in nature and includes a restroom, kitchenette, IT server closet, and other amenities commonly found in a fixed office structure. The new modular building is approximately 2,880 sq ft and will contain eight offices and up to six workstations with a common area large enough to accommodate up to 25 people for meetings. The existing utility infrastructure is available and the set-up cost for the purchased building will be minimal. The approved Capital Improvement Program includes the construction of a new Solid Waste Department Complex to house the entire Solid Waste Department. The purchase will cover the time required to construct the new Solid Waste administrative building. Once the new Solid Waste Complex is complete, this modular building will be available for use in other areas of the city.

PROCUREMENT DETAIL:

Finance & Procurement conducted a competitive Request for Bid for the purchase and installation of a modular building for additional office space for Solid Waste Services. The Procurement had reached out to 5 local vendors and none of them were responsive. Then, Procurement reached out to non-local vendors. The City received a total of 5 responses. Staff is recommending the award to the lowest responsive and responsible bidder, Williams Scotsman, Inc., of Baltimore, Maryland, who has a local office in Corpus Christi. Williams Scotsman's local office is located at 1000 Harrell Dr, Robstown.

A cost comparison of cooperative pricing and lowest bid pricing can be found below:

Description	Cooperative	Williams Scotsman, Inc.	Variance
Modular Building	\$330,063.05	\$317,817.14	\$12,245.91

The original quote from Mobile Modular is based on a purchase cooperative. The current price is from a competitive bid with 5 submittals. Out of the five bids, three were significantly higher than the original quote, one was slightly lower at \$636, and the winning bid came in at a remarkable \$12,246 lower, a difference of 3.7%. The low bidder was Willscot. Mobile Modular's bid submittal on the competitive RFP was \$329,427.05, which was only \$636 different from their cooperative price.

ALTERNATIVES:

Alternatives include maintaining the current crowded, deteriorated, and inefficient office configuration or building a permanent structure at the existing location for approximately \$350/sq ft, (as compared to the \$110/sq. ft. portable bldg. cost) that would not be ideally located for future development.

FISCAL IMPACT:

This fiscal impact for FY 2024 is a total amount of \$317,817.14 in the General Fund.

FUNDING DETAIL:

Fund:	1020	General Fund
Organization/Activity:	12510	Refuse Collection
Department:	31	Solid Waste Services
Project # (CIP Only) :		
Account:	550010	Buildings

RECOMMENDATION:

Staff recommends approval of this motion for the execution of an eight-month service agreement for the purchase and installation of a modular building as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Price Sheet