

**FIRST AMENDMENT TO AGREEMENT WITH INLAND MOVING & STORAGE DBA
BURGESS MOVING & STORAGE FOR MOVING AND STORAGE SERVICES FOR
THE SANTA ANA LIBRARY**

THIS FIRST AMENDMENT to the above-referenced agreement is entered into on July 16, 2024, by and between Inland Moving & Storage, a California corporation dba Burgess Moving & Storage (“Contractor”), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California (“City”).

RECITALS

- A. Following Request for Proposal (“RFP”) No. 23-058A, the parties entered into Agreement No. A-2023-129 (“Agreement”) dated July 18, 2023, to retain a qualified contractor to provide moving and storage services for the Santa Ana City Library.
- B. The Agreement is in full force and effect through December 31, 2025.
- C. The parties now wish to amend the Agreement to expand the scope, increase compensation, and extend the term.

The Parties therefore agree:

- 1. **Section 1, Scope of Services**, is hereby amended to replace **Exhibit B** of the Agreement with **Exhibit B-1** of this First Amendment.
- 2. **Section 2.a., Compensation**, is hereby amended to replace **Exhibit C** of the Agreement with **Exhibit C-1** of this First Amendment. The compensation for services provided is increased by **\$121,389** for total Agreement amount not to exceed \$345,313, which includes a \$31,392 contingency for additional services at the City’s sole discretion.
- 3. **Section 3, Term**, is hereby amended to terminate on December 31, 2026, provided the City shall have the option to renew this Agreement for up to a one (1) year term, exercisable by a writing by the City Manager and the City Attorney, unless terminated earlier pursuant to the terms of the Agreement.
- 4. Except as modified by this First Amendment, all terms and conditions of the Agreement shall remain in full force and effect.

[signature page follows]

SIGNATURE PAGE FOR
FIRST AMENDMENT TO AGREEMENT WITH INLAND MOVING & STORAGE DBA
BURGESS MOVING & STORAGE FOR MOVING AND STORAGE SERVICES FOR
THE SANTA ANA LIBRARY

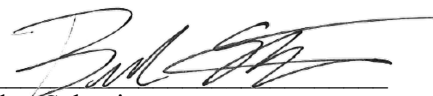
IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Agreement on the date and year first written above.


Jennifer L. Hall
City Clerk

Alvaro Nuñez
Acting City Manager

APPROVED AS TO FORM
SONIA R. CARVALHO, City Attorney


CONTRACTOR

By: 
Brandon Salvatierra
Deputy City Attorney


Tim Burgess (Jun 12, 2024 17:44 PDT)

Name: Tim Burgess
Title: President

RECOMMENDED FOR APPROVAL


Brian Sternberg (Jun 12, 2024 16:21 PDT)

Brian Sternberg
Executive Director
Library Services Agency

EXHIBIT B-1

April 30, 2023

Maria Castro
Senior Management Analyst
City of Santa Ana
Library Services Agency
26 Civic Center Plaza
Santa Ana, CA 92701

RE: RFP No. 23058A (Library Moving and Storage Services)

Ms. Castro,

Thank you for the opportunity to submit our bid for RFP No. 23058A (Library Moving and Storage Services). We believe that our submittal includes everything required by the City of Santa Ana. Please let us know if you have any questions or concerns.

Thank you,



Nathan Doyel, Estimator



Tim Burgess, President

1625 Iowa Ave.
P.O. Box 5547
Riverside, CA 92517-5547
(951) 682-4300
(800) 562-5700
FAX (951) 369-1880

SERVICES PROVIDED

Inland Moving and Storage Co., Inc., doing business as Burgess Moving and Storage, hereafter referred to as "Burgess," was incorporated in 1955 and has provided moving services in Southern California for over 65 years. Burgess has extensive experience providing office moving and library moving services, and we have an 80,000 square-foot tilt-up concrete warehouse in Riverside, California with available space to store the Main and Newhope Library books, furniture, and other items. Burgess also maintains a large stock of packing material and other materials needed to move the Main and Newhope Libraries safely and effectively, and we can provide those materials to the City of Santa Ana on short notice. Burgess has intends to provide these services for the City of Santa Ana as outlined in the Proposed Work Plan below.

AGREEMENT STATEMENT

Burgess has reviewed the provisions contained in EXHIBIT II – Sample Agreement and we concur with them.

FIRM AND TEAM EXPERIENCE

• Firm Overview

Inland Moving and Storage Co., Inc. was incorporated in 1955 in the State of California and has served Riverside and San Bernardino Counties continuously for over 65 years. Since 1987, we have done business as Burgess Moving and Storage. The company has operated under the same ownership and management for 36 years, beginning in 1987.

Burgess Moving and Storage is a C Corporation. Burgess does not hold controlling or financial interest in other organizations and is not owned by any organization. All outstanding shares of the corporation are owned by Tim Burgess. Burgess is not and has not been party to any lawsuit or litigation related to any public project in the last 20 years.

Burgess' officers are as follows:

- Tim Burgess, President Active since 1987
- Ed Coelho, Secretary and Treasurer Active since 1998

Burgess' management team is as follows:

- Tim Burgess – Owner (36 years with Burgess)
- Ed Coelho – General Manager (24 years with Burgess)
- Tom Whitmore – Operation Manager (25 years with Burgess)
- Nathan Doyel – Commercial Estimator (18 years with Burgess)

Burgess is licensed by the California Bureau of Household Goods & Services as a household goods carrier. Our BGHS license number is T-56647.

Burgess is registered with the Department of Industrial Relations. Our DIR number is 1000032129.

Burgess is certified by the California DGS as a Small Business. Our SB Certification number is 9412.

- **Personnel and Resource Allocation to the City of Santa Ana**

Burgess will assign Nathan Doyel as project manager for the Main Library and Newhope Library projects. Tom Whitmore will work with him to assist in the management of the project and allocation of employee and equipment resources. Burgess will allocate up to (12) men and (4) trucks per day, as well as all necessary equipment and supplies, for the execution of moving services for these projects.

All crew and equipment will be dispatched from our warehouse at 1625 Iowa Ave, Riverside, CA 92507. This warehouse is protected with a security alarm and fire sprinklers, and all Library property will be stored at this location.

- **Prior Experience on Similarly-Sized Projects**

- **Downey City Library**

Burgess completed a large project for the Downey City Library in 2019 and 2020. The project was of similar size and scope as the Santa Ana Main Library project, and Nathan Doyel was the project manager for the job. The move was accomplished on very short notice and within an extremely tight time frame to meet the City of Downey's scheduling requirements. The job consisted of moving approximately 100,000 volumes (3800 book boxes) to the City's storage site within the City of Downey, as well as dismantling and disposing of all library shelving and all library furniture at a landfill site. The entire move-out was accomplished within three days, May 1-3, 2019. The move back was accomplished in two days, October 26 & 27, 2020. The City of Downey was extremely happy with our services, and the City's project manager, Kathleen Van Raay, wrote a glowing letter of recommendation (see attached reference letters).

- **Riverside Law Library**

Burgess completed a large project for the Riverside Law Library. While the project included fewer volumes than the Downey City Library and the Santa Ana Main Library, the move was more complicated and challenging. The entire collection (estimated 50,000 books) was transferred to library carts, moved to Burgess' warehouse and stored in multiple phases while the library was remodeled. Burgess handled the unshelving and reshelving of the books for the library. Burgess also disassembled, moved, and stored on-site most of the library furniture and shelving. Nathan Doyel was the project manager for the job, and the job was completed over the course of several months in 2022, with the moving phases lasting 1-2 days each.

In addition to these moves, Burgess has performed numerous other library moves of varying sizes and scopes. Below is a partial listing of libraries Burgess has provided services for.

- **Riverside County Library System**
 - Norco Library
 - Sun City Library
 - Woodcrest Library
 - NuView Library
 - Canyon Lake Library
- **San Bernardino County Library**
 - Big Bear Library
 - Trona Library
- **University of California Riverside Library – multiple moves**
- **Dozens of K-12 libraries**

PROPOSED WORK PLAN

- **Burgess will provide the following services for the Newhope Library project in accordance with Exhibit I – Scope of Services:**
 - Provide (1500) autobottom boxes for the Library staff to use in packing books, office supplies, and other items. Packing material will be delivered several months prior to the move to allow adequate time for Library staff to pack.
 - Provide (5) speed packs and (50) pallets at the time of the move for oversized items and book boxes.
 - Provide moving labor & equipment to move boxes and miscellaneous furniture items listed on the attached inventories from the Newhope Library to Burgess's warehouse for storage.
 - Items to be moved consist primarily of books and furniture.
 - Disassemble (12) library shelving units as necessary for transportation and storage.
 - Disassemble (10) computer tables as necessary for transportation and storage.
 - Palletize books on site and transport them to Burgess's warehouse.
 - The Library's current collection consists of approximately 40,000 items. This quote is based on moving approximately 40,000 items boxed by Library staff.
 - The move-out is anticipated to take (2) days.
 - Provide (12) months of warehouse storage for library property.
 - Book boxes and miscellaneous boxes will be stored on pallets for the duration of the storage term.
 - All other furniture, equipment, and miscellaneous items will be padded and protected and stored in 7x5x7 storage vaults for the duration of the storage term.
 - Storage will be prorated if the storage term is less than (12) months.

- At the conclusion of the storage term, deliver all library property to the Newhope Library. All items will be placed where originally located.
 - Protect floors and walls in newly-remodeled library with carpet mask and/or Masonite. Pallets will be placed on cardboard sheets.
 - Down-stack boxes of books off the pallets and place as directed.
 - Reassemble (10) computer tables and other furniture as necessary.
 - The move-back is anticipated to take (1-2) days.
- **Burgess will provide the following services for the Main Library project in accordance with Exhibit I – Scope of Services:**
 - Provide (4200) autobottom boxes, (6) dish cartons, and (2) extra-large cartons for the Library staff to use in packing books, office supplies, and other items. Packing material will be delivered several months prior to the move to allow adequate time for Library staff to pack.
 - Pack (2) TVs, (2) paintings, (12) laptops from kiosk, (1) cash register, and (2) large printers.
 - Crate (1) Grecian urn and (1) large painting.
 - Provide (15) speed packs and (110) pallets at the time of the move for oversized items and book boxes.
 - Provide moving labor & equipment to move items listed on the attached inventories from the Santa Ana Main Library to Burgess's warehouse for storage.
 - Items to be moved consist primarily of books and minimal furniture.
 - Palletize books on site and transport to Burgess's warehouse.
 - Disassemble, prep, and pad-wrap grand piano in preparation of move.
 - The Library's current collection consists of approximately 100,000+ items. This quote is based on moving approximately 100,000+ items boxed by Library staff.
 - The move-out is anticipated to take (3-4) days.
 - Provide (12) months of warehouse storage for library property.
 - Book boxes and miscellaneous boxes will be stored on pallets for the duration of the storage term.
 - All other furniture, equipment, and miscellaneous items will be padded and protected and stored in 7x5x7 storage vaults for the duration of the storage term.
 - Storage will be prorated if the storage term is less than (12) months.
 - At the conclusion of the storage term, deliver all library property to the Main Library. All items will be placed where originally located.
 - Protect floors and walls in newly-remodeled library with carpet mask and/or Masonite. Pallets will be placed on cardboard sheets.
 - Down-stack boxes of books off the pallets and place as directed.
 - Reassemble and place grand piano as directed.
 - Uncrate Grecian urn and large painting and dispose of debris.
 - The move-back is anticipated to take (2-3) days.

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Newhope Library - Main Room

SURVEY DATE: 3/16/2023

Description	Quantity
Book Boxes	1400
Box, Small Misc (PBO)	100
Cabinet, Dream	1
Cabinet, Small	3
Cart, Book	5
Chair	8
Chair, Office	4
Chair, Overstuffed	4
Chair, Overstuffed with Table	8
Chair, Stacking	50
Circulation Desk, Rolling	3
Footstool / Ottoman	8
Kiosk	2
Library Gate (Set of Two)	2
Library Shelving (section)	12
Octagon Book Stand	1
Rolling Library Shelving	2
Sign	10
Stool, Stacking	9
Table, Computer	21
Table, Large	1
Table, Pub	3
Table, Round	2
Table, Small	1
Trash/Recycleable Container	6
Miscellaneous Items	

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Newhope Library - Media Lab

SURVEY DATE: 3/16/2023

Description	Quantity
Chair, Office	1
Chair, Stacking	8
Table, Medium	3

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Newhope Library - Meeting Room

SURVEY DATE: 3/16/2023

Description	Quantity
Cart	2
Cart, Book	1
Chair, Stacking	30
Podium / Lectern	1
Table, Medium	8
Trash/Recycleable Container	2
TV & Cart	1

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Newhope Library - Staff Break Room

SURVEY DATE: 3/16/2023

Description	Quantity
Cart, Book	1
Chair, Overstuffed	2
Chair, Stacking	4
Table, Round	1
Table, Small	1
Trash/Recycleable Container	2

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Santa Ana Library - First Floor (excluding History Room) **SURVEY DATE:** 3/7/2023

Description	Quantity
Book Boxes	1032
Book Boxes (Children)	413
Box, Small Misc (PBO)	100
Cart	1
Cart, Book	30
Carton, HD Large (CP)	5
Cash Register	1
Chair, Office	12
Copier	1
Flat Screen TV (47"-55")	1
Kiosk	2
Kiosk, Self-Checkout	1
Laptop (from Kiosk)	12
Library Gate (Set of Two)	2
Printer, Large	2
Refrigerator, Small	1
Sign	6
Trash Can	1
Trash/Recycleable Container	24
Miscellaneous Items	

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Santa Ana Library - History Room

SURVEY DATE: 3/7/2023

Description	Quantity
Book Boxes	486
Box, Small Misc (PBO)	120
Card Cabinet, Large	1
Card Cabinet, Small	3
Vase (Crate)	1
Miscellaneous Items	

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Santa Ana Library - Second Floor

SURVEY DATE: 3/7/2023

Description	Quantity
Book Boxes (PBO)	306
Box, HD Large (PBO)	6
Box, Small Misc (PBO)	400
Box, X Large (PBO)	2
Cabinet, Large	1
Cart, Book	10
Cart, Media	3
Chair, Office	10
EZ-Up	2
Flat Screen TV (55"+)	1
Laminator	1
Painting (CP)	3
Piano, Grand	1
Shelving/Racks, Medium	4
Sign	1
Table, Large	1
Tote, Plastic	20
Trash/Recycleable Container	12
Varidesk	1
Miscellaneous Items	

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

BURGESS MOVING AND STORAGE**RELOCATION INVENTORY****DEPARTMENT** Santa Ana Library - Basement**SURVEY DATE:** 3/7/2023

Description	Quantity
Arcade Game Machine	2
Book Boxes (PBO)	551
Book Boxes (PBO) - Book Mobile	102
Book Boxes (PBO) - Friends of Library	250
Box, Small Misc (PBO)	150
Cart, Book	70
Cart, Media/Tech	5
Electric Drum Set	1
Flat File Cabinet	1
Flat Screen TV (55"+)	1
Freezer	1
Guitar	5
Hand Truck	2
Keyboard	2
Ladder/Steps	2
Laminator	1
Maker Table	1
Microfilm Cabinet	9
Shelving/Racks, Medium	16
Shelving/Racks, Small	1
Stool	6
Trash/Recycleable Container	4
TV & Cart	1
Wall Rack	3
Miscellaneous Items	

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.



City of Downey

March 4, 2020

To Whom It May Concern:

I'm pleased to recommend Burgess Moving and Storage of Riverside, California for library moving services. In May of 2019, Burgess moved out the entire Downey City Library to temporary locations in preparation for our library renovations. Even though we contracted Burgess on very short notice, they were able to complete the entire library move in a very tightly scheduled time-frame and on budget.

I would be happy to use Burgess Moving and Storage on potential future projects, and I am happy to recommend them to you.

Sincerely,

Kathleen J. van Raay
City of Downey
Purchasing Department
562-904-7257
purchasing@downeyca.org

Future Unlimited

CIVIC CENTER
11111 BROOKSHIRE AVE.
PO BOX 7016
DOWNEY, CALIFORNIA
90241-7016
562-869-7331
www.downeyca.org

LIBRARY
11121 BROOKSHIRE AVE.
DOWNEY, CALIFORNIA
90241-7016
562-904-7360
www.downeylibrary.org

POLICE DEPARTMENT
10911 BROOKSHIRE AVE.
PO BOX 7016
DOWNEY, CALIFORNIA
90241-7016
562-861-0771

PARKS & RECREATION
7850 QUILL DR.
DOWNEY, CALIFORNIA
90242
562-904-7238

UTILITIES DIVISION
9252 STEWART & GRAY RD.
DOWNEY, CALIFORNIA
90241-7016
562-904-7202

MAINTENANCE SERVICES
12324 BELLFLOWER BLVD.
DOWNEY, CALIFORNIA
90242
562-904-7194



To Whom It May Concern:

April 14, 2020

My name is Khylia Chapin and I am the Senior Library Project Manager for the Riverside County Library System. The Riverside County Library System is a network of 36 public libraries that provide service to over 2.4 million people across the County. Each year, we average close to four major library renovation projects that consists of careful removal and returning of library shelving, furniture, collection, equipment, and program materials. Over the past five years that I have been in my position, I have had the pleasure of working with Burgess Moving & Storage on several renovation projects to remove, store, return and/or surplus our library items. Some of the projects are listed below:

2017: Norco Library – Relocation

2018: Nuview Library – Demolition and Rebuild

2018: Sun City Library – Renovation

2019: Woodcrest Library – Renovation

I am favored to work with Burgess Moving & Storage because of their flexibility, exceptional attention to detail, excellent communication and customer service, and careful effort they put into each and every project. I am pleased to recommend Burgess Moving & Storage and look forward to working with them on many future library projects.

Sincerely,

A handwritten signature in blue ink that reads "KChapin".

Khylia Chapin

Senior Library Project Manager
Riverside County Library System
3403 Tenth Street, Suite 400
Riverside, CA 92501

Email: kchapin@rivco.org

Office: 951-955-3295



January 10, 2019

To Whom It May Concern:

My name is Michelle Gipson and I am the head of the Collection Maintenance unit at the University of California Riverside. During the summer of 2019 I worked with Ed Coelho and the Burgess moving team to temporarily store and relocate several hundred sections of books. I found the experience to be a very positive one. Both Ed and his employees listened to our requests and worked with us to find locations on the floor for the storage trucks to hold the books for several months and also followed our instructions (regarding spacing and neatness) when returning the books to the new shelves. In the months since we have checked the area and found only 1 place where 2 storage trucks were shelved in the wrong order--the 2nd truck was shelved 1st. This was a very easy fix and not unreasonable given the large number of storage trucks and the fact that the loaded trucks were stored in multiple locations around the floor. They used bookends on each shelf and were reasonably neat when placing the books back on the shelves.

Several years ago when I worked in a different library we had a similar project and hired a different company to move the books. The result was very different. Many shelves were missing bookends, books were shelved right-left, groups of books on multiple shelves were backwards or upside down, and the overall shelving was extremely messy.

Based on my experience with Burgess Moving & Storage I would definitely work with them again in the future and would recommend them to other libraries.

Sincerely,
Michelle Gipson
Head of Collection Maintenance

UCR | Library
P.O. Box 5900
Riviera Library, Room 120
Riverside, CA 92517-5900

Phone 951.827.2667 | 951.827.5897
michelle.gipson@ucr.edu | library.ucr.edu



CITY OF SANTA ANA

ATTACHMENT A

PROPOSER'S CERTIFICATION, PROPOSAL PRICING

Certification - I certify that I have read, understand and agree to the terms and conditions of this Request for Proposals. I have examined the Scope of Services (Exhibit I) and am qualified to provide services being requested as specified herein. I understand and agree that I am responsible for reporting any errors, omissions or discrepancies to the City for clarification prior to the submission of my proposal.

PROPOSER'S STATEMENT: I have read, understood and agree to the terms and conditions on all pages of the Request for Proposals. Upon request, I will transfer and deliver goods or services to the City in accordance with said terms and conditions.

Inland Moving and Storage Co., Inc.
DBA Burgess Moving and Storage

(951) 682-4300 - Office
(951) 369-1880 - Fax

LEGAL NAME OF COMPANY

PHONE AND FAX NUMBERS

1625 Iowa Ave, Riverside, CA 92507

BUSINESS ADDRESS

Tim Burgess

President

PRINTED NAME OF AUTHORIZED AGENT

TITLE

5.1.23

tburgess@burgessmoving.com

SIGNATURE OF AUTHORIZED AGENT DATE

E-MAIL ADDRESS

95-1841836

N/A

FEDERAL ID NUMBER (IF APPLICABLE)

CONTRACTOR LICENSE NUMBER
(IF APPLICABLE)

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT B

REFERENCES

List and describe fully the contracts performed by your firm which demonstrate your ability to provide the supplies, equipment or services included in the scope of the proposal specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

REFERENCE

Customer Name: Downey City Library Contact Individual: Kathleen van Raay
Address: 11121 Brookshire Ave Phone Number: (562) 904-7257
Downey, CA 90241 EMAIL: kvanraay@downeyca.org
Contract Amount: \$45,560.00 Year: 2019 & 2020

Description of supplies, equipment, or services provided:

Complete move-out of approximately 100,000 library books to city-owned storage site and furniture/shelving to disposal site. After completion of remodel, move-back of library books to Downey City Library. Nathan Doyel was Burgess' project manager.

REFERENCE

Customer Name: Riverside Law Library Contact Individual: Ryan Kahrs (Tilden-Coil Constructors)
Address: 3989 Lemon St Phone Number: (951) 202-3182
Riverside, CA 92501 EMAIL: rkahrs@tilden-coil.com
Contract Amount: \$72,942.75 Year: 2022

Description of supplies, equipment, or services provided:

Multi-phase move, in which Burgess transferred approximately 50,000 books to library carts and transported them to Burgess' warehouse for storage. Burgess also dismantled and moved onsite most of the library furniture and shelving. Nathan Doyel was Burgess' project manager.

REFERENCE

Customer Name: UCR Library Contact Individual: Michelle Gipson
Address: 900 University Ave Phone Number: (951) 827-2667
Riverside, CA 92521 EMAIL: michelle.gipson@ucr.edu
Contract Amount: _____ Year: 2019

Description of supplies, equipment, or services provided:

Moved and provided storage for several hundred sections of books. Ed Coelho was Burgess' project manager.

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT B

REFERENCES

List and describe fully the contracts performed by your firm which demonstrate your ability to provide the supplies, equipment or services included in the scope of the proposal specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

REFERENCE

Customer Name: Sun City Library Contact Individual: Khylia Chapin

Address: 26982 Cherry Hills Blvd Phone Number: (951) 955-3295

Menifee, CA 92586 EMAIL: kchapin@rivco.org

Contract Amount: \$38,000.00 Year: 2018

Description of supplies, equipment, or services provided:

Moved all library books and library shelving to storage containers on site. At the completion of the remodel, moved all items back into the library, reassembled shelving, and re-shelved books. Nathan Doyel was the project manager for Burgess, and Burgess has performed a number of similar moves for Riverside County.

REFERENCE

Customer Name: _____ Contact Individual: _____

Address: _____ Phone Number: _____

_____ EMAIL: _____

Contract Amount: _____ Year: _____

Description of supplies, equipment, or services provided:

REFERENCE

Customer Name: _____ Contact Individual: _____

Address: _____ Phone Number: _____

_____ EMAIL: _____

Contract Amount: _____ Year: _____

Description of supplies, equipment, or services provided:

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT C

PROPOSER'S STATEMENT

Proposer understands and agrees that this written RFP (or any part thereof specifically designated and accepted by the City of Santa Ana, hereinafter City) shall constitute the entire agreement between proposer and the City only after it has been accepted by the City Council, endorsed by the Clerk of the Council with her signature and official seal noting hereon the action of approval of the Council, signed by the Executive Director or his duly authorized agent, and signed by the City Attorney, denoting his approval of the form of this document, and its execution, and when it or an exact copy of it has been either delivered to proposer or deposited with the United States Postal Service properly addressed to the proposer with the correct postage affixed thereto.

Proposer further agrees that upon delivery (as defined above) of the accepted agreement he/she will furnish City all required bonds and certificate of liability insurance within ten (10) days (excluding Saturdays, Sundays and City's legal holidays), or the funds, check, draft, or proposer's bond substituted in lieu thereof accompanying this proposal shall become the property of the City and shall be considered as payment of damages due to the delay and other causes suffered by City because of the failure to furnish the necessary bonds and because it is distinctly agreed that the proof of damages actually suffered by City is difficult to ascertain; otherwise said funds, check drafts, or proposer's bond substituted in lieu thereof shall be returned to the undersigned.

Proposer understands that a proposal is required for the entire work, that the estimated quantities set forth in the RFP schedule are solely for the purpose of comparing proposals, and that final compensation under the contract will be based upon the actual quantities of work satisfactorily completed.

All terms contained in the specifications, the certification of nondiscrimination by contractors, and the required insurance certificates are to be incorporated by reference into this agreement and are made specifically as part of this RFP.

Firm Inland Moving and Storage Co., Inc., DBA Burgess Moving and Storage

Signed and Printed Name: Tim Burgess

Title President

Date 5.1.23

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT D

NON-COLLUSION AFFIDAVIT

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

To the CITY OF SANTA ANA

In accordance with Title 23 United States Code Section 112 and Public Contract Code 7106 the proposer declares that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived or agreed with any proposer or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the proposer or any proposer, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other proposer, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the proposer has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Note: The above non-collusion affidavit is part of the proposal. Signing this proposal on the signature portion thereof shall also constitute signature of this non-collusion affidavit. Proposers are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signed Tim Burgess



State of CA, County of Riverside

Subscribed and sworn to (or affirmed) before me on this 1 day of may, 2023, by Tim Burgess, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.


Notary Public Signature



Notary Public Seal

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT E

NON-LOBBYING CERTIFICATION

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Signed: Tim Burgess

Title: President

Firm: Inland Moving and Storage Co., Inc., DBA Burgess Moving and Storage

Date: 5.1.23

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**



CITY OF SANTA ANA

ATTACHMENT F

NON-DISCRIMINATION CERTIFICATION

The undersigned consultant or corporate officer, during the performance of this contract, certifies as follows:

1. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Consultant shall, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Consultant shall send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Consultant shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Consultant shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.
1. In the event of the Consultant's non-compliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
2. The Consultant shall include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontract



CITY OF SANTA ANA

or purchase order as the administering agency may direct as means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction by the administering agency, the Consultant may request that the United States enter into such litigation to protect the interests of the United States.

8. Pursuant to California Labor Code Section 1735, as added by Chapter 643 Stats. 1939, and as amended, no discrimination shall be made in the employment of persons upon public works because of race, religious creed, color, national origin, ancestry, physical handicaps, mental condition, marital status, or sex of such persons, except as provided in Section 1420, and any consultant of public works violating this Section is subject to all the penalties imposed for a violation of the Chapter.

Signed: Tim Burgess

A handwritten signature in blue ink that reads "Tim Burgess".

Title: President

Firm: Inland Moving and Storage Co., Inc., DBA Burgess Moving and Storage

Date:

5.1.23

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**

MAYOR
Valerie Amezcua
MAYOR PRO TEM
Jessie Lopez
COUNCILMEMBERS
Phil Bacerra
Johnathan Ryan Hernandez
David Penaloza
Thai Viet Phan
Benjamin Vazquez



CITY MANAGER
Kristine Ridge
CITY ATTORNEY
Sonia R. Carvalho
CLERK OF THE COUNCIL
Jennifer L. Hall

CITY OF SANTA ANA

FINANCE AND MANAGEMENT SERVICES

20 Civic Center Plaza • P.O. Box 1988
Santa Ana, California 92702
www.santa-ana.org

June 7, 2023

Subject: Request for Clarifications for RFP No. 23-058A Library Moving and Storage Services

The Evaluation Panel for this RFP has requested clarification regarding your firm's proposal. Please provide your response no later than Friday, June 7, 2023, at 4:00 PM via email to KLopez10@santa-ana.org

Points of Clarification

1. Per Exhibit I of this RFP, Section C –Main Library Project Scope, the following was specified regarding Bookmobile Collection:
 - Addendum No. 1 (Q&A), Question No. 12: Approximately 8,000 books and audiovisual materials must be relocated to the Newhope Library upon closure of the Main Library. Rented Book Carts from the vendor are preferred by the City.
2. Per RFP document, Section VII. Response to RFP, F. Proposal Contents, No. 2 Cost Proposal, the fee schedule pricing information for storage services was to be provided for an annual cost. The City is requesting pricing for additional storage periods as follows:

Description	Annual Fee (Per Proposal Submitted)	Pricing for additional 6-month term	Pricing per month after initial one-year term
Newhope Library Storage Services	\$ 21,881.46	\$ 10,940.76	\$ 1,823.46
Main Library Storage Services	\$ 46,287.66	\$ 23,143.86	\$ 3,857.31

SANTA ANA CITY COUNCIL

Valerie Amezcua
Mayor
vamezcua@santa-ana.org

Jessie Lopez
Mayor Pro Tem, Ward 3
jessielopez@santa-ana.org

Thai Viet Phan
Ward 1
tphan@santa-ana.org

Benjamin Vazquez
Ward 2
bvazquez@santa-ana.org

Phil Bacerra
Ward 4
pbacerra@santa-ana.org

Johnathan Ryan Hernandez
Ward 5
jryanhernandez@santa-ana.org

David Penaloza
Ward 6
dpenaloza@santa-ana.org

The City expects the services listed in Item No. 1 above to have been included in your firm's cost proposal. However, if your firm determines it did *not* include the above services in your proposal, a revised cost proposal may be submitted for evaluation in addition to pricing for additional term options beyond the initial one-year period for storage services. No other revisions to the cost proposal will be considered except if to provide the best or better pricing available to the City.

If you have any questions related to this procurement, please contact me at (714) 647-5329, or via email (provided above).

Thank you,
Karla Lopez
Purchasing Supervisor
Finance and Management Services Agency

We have reviewed this Request for Clarification, and we are agreeing to provide library carts for approximately 8,000 books and audiovisual materials from the Bookmobile Collection for a period of 12 months or less.


Nathan Doyel, Estimator

6/9/2023
Date


Tim Burgess, President

6.9.23
Date

SANTA ANA CITY COUNCIL

Valerie Arnezcu
Mayor
varnezcu@santa-ana.org

Jessie Lopez
Mayor Pro Tem, Ward 3
jessielopez@santa-ana.org

Thai Viet Phan
Ward 1
tphan@santa-ana.org

Benjamin Vazquez
Ward 2
bvazquez@santa-ana.org

Phil Bacerra
Ward 4
pbacerra@santa-ana.org

Johnathan Ryan Hernandez
Ward 5
jryanhernandez@santa-ana.org

David Penaloza
Ward 6
dpenaloza@santa-ana.org

June 12, 2023


City of Santa Ana
Santa Ana Public Library
26 Civic Center Plaza
Santa Ana, CA 92701
Attn: Karla Lopez

RE: Extended Library Cart Rental for RFP No. 23-058A Library Moving and Storage Services

Burgess's bid submittal includes up to (12) months of library cart rental for approximately 8000 books and audiovisual materials for the bookmobile section. Should library cart rental be required past twelve months, the rental rate will be \$200.00 per month.


Nathan Doyel, Estimator

6/12/2023
Date


Tim Burgess, President

6.12.23
Date

1625 Iowa Ave.
P.O. Box 5547
Riverside, CA 92517-5547
(951) 682-4300
(800) 562-5700
FAX (951) 369-1880

October 5, 2023

City of Santa Ana
Santa Ana Public Library
26 Civic Center Plaza
Santa Ana, CA 92701
Attn: Brian Sternberg
(714) 647-5296
bsternberg@santa-ana.org

QUOTE #20231005NA

Main Library Decommissioning Move

Main Library
26 Civic Center Plaza
Santa Ana, CA 92701

Scope:

- Burgess to provide moving labor & equipment to disassemble, move, and dispose of items listed on the attached inventories.
- Quote is based on performing services during normal business hours, 8:00am go 5:00pm, Monday through Friday. Move is expected to take 10-15 days.

Exclusions:

- Quote does not include disposing of office supplies, books, or the contents of cabinets/shelving. It is anticipated that library staff will purge such items prior to the move.

Charges:

Description	Charges
Moving Labor & Equipment	\$67,500.00
Disposal Fees	\$9,450.00
Total	\$76,950.00



Nathan Doyel, Estimator

1625 Iowa Ave.
P.O. Box 5547
Riverside, CA 92517-5547
(951) 682-4300
(800) 562-5700
FAX (951) 369-1880

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Santa Ana Main Library - 1st Floor

SURVEY DATE: 9/27/2023

Description	Quantity
Bookcase	4
Cabinet, Medium	1
Cart, Book	1
Chair	120
Chair, Office	28
Cubicle / Workstation	4
Desk, U-Shaped	2
File Cabinet, 4 Dr	4
File Cabinet, Lateral 2 Dr	1
File Cabinet, Lateral 4 Dr	4
File Cabinet, Lateral 5 Dr	4
Flat File Cabinet	1
Glass Case	5
Library Shelving (Double Sided)	267
Library Shelving (Single Sided)	77
Magazine / DVD Rack	14
Refrigerator	1
Rolling Cabinet	1
Shelving/Racks, Medium	3
Sofa / Love Seat	4
Storage Cabinet	2
Stove / Range	1
Student Desk	1
Table, Folding	1
Table, Large	3
Table, Medium	30
Table, Small	6
Miscellaneous Items	

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Santa Ana Main Library - 2nd Floor

SURVEY DATE: 9/27/2023

Description	Quantity
Bookcase	8
Cabinet, Large	2
Cabinet, Medium	1
Chair	18
Chair Cart (Full)	5
Chair, Office	56
Chair, Overstuffed	1
Chair, Stacking	85
Credenza	2
Cubicle / Workstation	9
Desk	1
Desk with Return	3
File Cabinet, 2 Dr	4
File Cabinet, 4 Dr	4
File Cabinet, Lateral 3 Dr	3
File Cabinet, Lateral 4 Dr	2
File Cabinet, Lateral 5 Dr	12
Glass Case	1
Hutch	2
Library Shelving (Double Sided)	95
Library Shelving (Single Sided)	15
Locker	4
Panel	6
Podium	2
Refrigerator	1
Shelving/Racks, Large	2
Sofa / Love Seat	4
Table, Conference (Large)	1
Table, Conference (Medium)	1
Table, Folding	4
Table, Large	1
Table, Medium	26
Table, Small	6
Miscellaneous Items	

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Santa Ana Main Library - Basement

SURVEY DATE: 9/27/2023

Description	Quantity
Bookcase	8
Cabinet, Medium	3
Cart, Book	50
Chair	10
Chair, Office	55
Chair, Overstuffed	6
Desk	9
Desk with Return	13
File Cabinet, 2 Dr	10
File Cabinet, 4 Dr	4
File Cabinet, 5 Dr	2
File Cabinet, Lateral 4 Dr	1
File Cabinet, Lateral 5 Dr	7
File Cabinet, Lateral 6 Dr	3
Flat File Cabinet	3
Hutch	17
Library Shelving (Double Sided)	85
Library Shelving (Single Sided)	62
Locker	3
Panel	25
Rolling Cabinet	1
Shelving/Racks, Medium	2
Storage Cabinet	24
Table, Large	5
Table, Medium	22
Miscellaneous Items	

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

October 5, 2023

City of Santa Ana
Santa Ana Public Library
26 Civic Center Plaza
Santa Ana, CA 92701
Attn: Brian Sternberg
(714) 647-5296
bsternberg@santa-ana.org

QUOTE #20231005NB

Newhope Library Decommissioning Move

Newhope Library
122 North Newhope Street
Santa Ana, CA 92703

Scope:

- Burgess to provide moving labor & equipment to disassemble, move, and dispose of items listed on the attached inventory.
- Quote is based on performing services during normal business hours, 8:00am go 5:00pm, Monday through Friday. Move is expected to take 2-3 days.

Exclusions:

- Quote does not include disposing of office supplies, books, or the contents of cabinets/shelving. It is anticipated that library staff will purge such items prior to the move.

Charges:

Description	Charges
Moving Labor & Equipment	\$9,000.00
Disposal Fees	\$1,260.00
Total	\$10,260.00



Nathan Doyel, Estimator

1625 Iowa Ave.
P.O. Box 5547
Riverside, CA 92517-5547
(951) 682-4300
(800) 562-5700
FAX (951) 369-1880

BURGESS MOVING AND STORAGE
RELOCATION INVENTORY

DEPARTMENT Newhope Library

SURVEY DATE: 9/27/2023

Description	Quantity
Bookcase	2
Cart, Book	3
Cart, IT	1
Chair, Office	10
Chair, Stacking	10
File Cabinet, 2 Dr	3
File Cabinet, Lateral 5 Dr	1
Library Shelving (Double Sided)	83
Library Shelving (Single Sided)	60
Locker	4
Magazine Rack	2
Podium	1
Refrigerator	1
Storage Cabinet	3
Miscellaneous Items	

* This inventory is intended to be an approximate list of items to be moved; some items may not be listed. The owner/shipper is encouraged to review this list and notify the estimator if any large or otherwise significant items have been omitted.

EXHIBIT C-1

EXHIBIT C-1**COMPENSATION**

DESCRIPTION	COST (\$)
Newhope Library Moving and Disposal Services	\$39,760
Newhope Library Storage Services (12 months)	\$21,881
Main Library Moving and Disposal Services	\$159,702
Main Library Storage Services (24 months)	\$92,575
Library Cart Rental for 8,000 books/audiovisual (12 months)	\$0.00
TOTAL	\$313,918
PRICE/MO AFTER INITIAL TERM	COST \$
Newhope Library Storage Services	\$1,823.46
Main Library Storage Services	\$3,857.31
Library Cart Rental	\$200.00









First Amendment_Inland Moving Storage - 7.16.24 ccm_FINAL_6.11.24

Final Audit Report

2024-06-13

Created:	2024-06-12
By:	Ella Sepulveda (msepulveda@santa-ana.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3OJhmFpkklqurxOld2PknAM5_KmD9JzX

"First Amendment_Inland Moving Storage - 7.16.24 ccm_FINAL_6.11.24" History

-  Document created by Ella Sepulveda (msepulveda@santa-ana.org)
2024-06-12 - 11:00:58 PM GMT
-  Document emailed to Brian Sternberg (bsternberg@santa-ana.org) for signature
2024-06-12 - 11:01:09 PM GMT
-  Email viewed by Brian Sternberg (bsternberg@santa-ana.org)
2024-06-12 - 11:18:57 PM GMT
-  Document e-signed by Brian Sternberg (bsternberg@santa-ana.org)
Signature Date: 2024-06-12 - 11:21:27 PM GMT - Time Source: server
-  Document emailed to Tim Burgess (tburgess@burgessmoving.com) for signature
2024-06-12 - 11:21:29 PM GMT
-  Email viewed by Tim Burgess (tburgess@burgessmoving.com)
2024-06-13 - 0:41:26 AM GMT
-  Document e-signed by Tim Burgess (tburgess@burgessmoving.com)
Signature Date: 2024-06-13 - 0:44:42 AM GMT - Time Source: server
-  Agreement completed.
2024-06-13 - 0:44:42 AM GMT