Honorable Board of Trustees of the
San Francisco Community College District

Subject: Resolution No. 960125-B14
Accepting the lowest responsible bid and awarding a contract to Double Day Office Services to provide relocation of the City College of San Francisco Library equipment, furniture and contents of the Audio Visual Department, Language Lab and Media Center to the Claude and Louise Rosenberg, Jr. Library-Learning Resource Center at a cost not to exceed $6,000.

President and Members:

The relocation of the Library equipment, furniture and contents of the Audio Visual Department, Language Lab and Media Center requires systematic planning and execution by qualified library relocation specialists. A District Committee composed of library, administrative, technical and professional staff contacted ten relocation specialists. Four companies submitted bids for relocation services.

Double Day Office Services submitted an excellent proposal, including key personnel, with resumes and complete references. This company meets all the criteria necessary to provide an efficient move within the District’s established schedule.

The District has now completed the selection procedure for the hiring of Double Day Office Services and now seeks Board approval for acceptance of the firm’s low bid to provide relocation of the City College of San Francisco Library equipment, furniture and contents of the Audio Visual Department, Language Lab and Media Center. Double Day Office Services completed moving the major bulk of the Library last month, on time and within budget.

This recommendation is made in accordance with California Government Code Section 53060 which reads in part as follows:

The Legislative body of any public or municipal corporation or district may contract with and employ any persons for furnishing to the corporation or district special services and advice in financial, economic, accounting, engineering, legal or administrative matters if such persons are specially trained and experienced and competent to perform the special services required...

District funding has been allocated for this relocation project.

The following resolution is recommended for adoption:

RESOLVED: That authorization be and is hereby given to execute a contract with Double Day Office Services to provide relocation of the City College of San Francisco Library equipment, furniture and contents of the Audio Visual Department, Language Lab and Media Center to the Claude and Louise Rosenberg, Jr. Library-Learning Resource Center at a cost not to exceed $6,000.
FURTHER BE IT RESOLVED: That the Chancellor, Chief Operating Officer, and/or Vice Chancellor, Administration and Finance are hereby authorized to execute all documents necessary and to charge such work to Appropriation Fund No. U-9320-5690-6120-C.

Recommended for Adoption:

Del M. Anderson  
Chancellor

Originator: Rita Jones  
Charles E. Jackson