

SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.14
(ID # 24589)

MEETING DATE:
Tuesday, May 07, 2024

FROM : PROBATION:

SUBJECT: PROBATION DEPARTMENT: Ratify and Authorize the Purchasing Agent to issue a Purchase Order for the Mobile Modular unit from Williams Scotsman, Inc. and termination of the Lease Agreement; District 1. [Total Cost \$76,929; 100% Probation Department Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Authorize the Purchasing Agent to issue a Purchase Order to Williams Scotsman Inc. for the return of mobile modular unit CPX-111207 for FY23/24 in the amount of \$76,929.23; and,
2. Approve Termination of Lease Agreement with Williams Scotsman Inc for the Mobile Modular unit located at 9991-C County Farm Road, CA.

ACTION:Policy

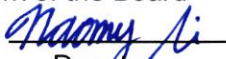

Christopher Wright, Chief Probation Officer 3/21/2024

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: May 7, 2024
xc: Probation

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$76,929	\$0	\$76,929	\$0
SOURCE OF FUNDS: 100% Probation Department Budget			Budget Adjustment:	No
			For Fiscal Year:	23/24

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

In 2015, the County of Riverside Facility Management Department (FM), under the authority of Ordinance 861.1 (09/24/13, Item 3.32), implemented a lease agreement with Modular Space Corporation (dba Williams Scotsman, Inc. since 2018) for two (2) modular doublewide 12' X 44' vehicle trailers (unit CPX-111207) located at 9991 C County Farm Road, Riverside, CA 92503.

This lease agreement was entered into by FM's Real Estate Division, and costs for the agreement were shared between the Riverside County Probation Department (Probation), the Department of Social Services (DPSS), and the Riverside University Health System Behavioral Health Department (Behavioral Health).

Under the direction of FM, Probation took over the issuance of annual purchase orders to be used for payments to Williams Scotsman, Inc. Between 2015 and 2016, both modular units were occupied by members of the Aftercare team and members of the Behavioral Health Department—since then, the space has remained vacant alongside a County Counsel modular unit which is currently in use. In 2021, Behavioral Health expressed interest in assuming the lease and occupying both modular units for possible usage in the future; however, the space has remained unoccupied, and Probation pays upwards of \$25K annually with a 2% increase each year.

Currently, Probation is attempting to terminate its lease with Williams Scotsman, Inc., however, to do so, the vendor is requiring that back rent be paid, and the unit be made ready for removal which includes the bifurcation of infrastructure systems (electrical, fire sprinkler, and communication). The department is working with FM to ensure that the systems that currently supports the adjacent County Counsels' mobile office are re-routed appropriately.

Impact on Residents and Businesses

This request does not have a direct impact on residents and businesses. This agreement will provide the necessary services to meet the operational processes for the Probation.

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Additional Fiscal Information

Funding for agreement will be budgeted through the normal County budget process. Funds for this agreement have been allocated for the FY2023/2024. Budget adjustments will not be necessary.

Contract History and Price Reasonableness

In 2015, the County of Riverside Facility Management Department (FM), under the authority of Ordinance 861.1 (09/24/13, Item 3.32), implemented a lease agreement with Modular Space Corporation (dba Williams Scotsman, Inc. as of 2018) for two (2) modular doublewide 12' X 44' vehicle trailers (unit CPX-111207) located at 9991 C County Farm Road, Riverside, CA 92503.

On July 10, 2017, Probation issued Purchase Order No. PRARC-0000040535, which served to memorialize the transfer of the lease agreement for unit CPX-11207 and its billing payment responsibility from DPSS to Probation, under a period of performance of July 1, 2017, to June 30, 2018, renewable in one-year increments.

On December 21, 2018, Modular Space Corporation (Modspace) was merged into Williams Scotsman, Inc. a subsidiary of WillScot Corporation (WillScot). Modspace remained a legal entity until it was merged into Williams Scotsman, Inc. and out of existence on June 2, 2022.

The current Board request is for the issuance of a Purchase Order for Williams Scotsman, Inc. in the amount of \$76,929 which will allow for payment of current rental invoices and dismantle/return costs for mobile modular unit CPX-111207. This Purchase Order will also be used to memorialize the termination of the current Williams Scott, Inc. lease agreement.

Of the \$76,929 requested, \$67,622.07 represents back rent payments due under the lease and the remaining \$9,306.93 represents a one-time payment for removal of the modular office unit.


Meghan Hahn, Director of Procurement 3/27/2024


Rebecca S Cortez, Principal Management Analyst 5/1/2024


Aaron Gettis, Chief of Deputy County Counsel 4/25/2024



COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department
 2980 Washington St
 Riverside, CA 92504
 Phone: (951) 955-4937
 Fax: (951) 955-3730

PURCHASE ORDER

Vendor Instructions

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Packaging Slip showing P.O. number and contents must accompany each shipment. 2. No charge for packaging or drayage will be allowed except when specified in order. 3. No partial billings except when specified in the order. 4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER. | <ol style="list-style-type: none"> 5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT. 6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted. 7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes 8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work |
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PROBATION

Probation
 Probation Administration
 PO BOX 833
 Riverside CA 92502
 United States

Dispatch Via Email		
Purchase Order PRARC-0000040535	Date 2017-07-10	Revision
Payment Terms Due Now	Freight Terms FOB Destination, Freight Paid	Ship Via BEST WAY
Buyer Patti Guerrero	Phone	Currency USD

Vendor: 0000068342
 Modular Space Corporation
 11115 Hemlock Ave
 Fontana CA 92337
 United States

Ship To: See Detail Below

Attention: Not Specified

Bill To: Probation
 Probation Administration
 PO BOX 833
 Riverside CA 92502
 United States

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	UNIT# 163463 MOBILE OFFICE RENTAL OR LEASE		12.00	MMO	561.75	6741.00	09/08/2017
					SUT Code: SC8 (8.75%)	589.84	
	Ship To:	9991 County Farm Rd Riverside CA 92503 United States					
	July 1, 2017 through June 30, 2018				Schedule Total	7330.84	
					Item Total 97140	7330.84	
2 - 1	UNIT #163464 24'X48' MOBILE OFFICE RENTAL OR LEASE		12.00	MMO	561.75	6741.00	09/08/2017
					SUT Code: SC8 (8.75%)	589.84	
	Ship To:	9991 County Farm Rd Riverside CA 92503 United States					
	July 1, 2017 through June 30, 2018				Schedule Total	7330.84	
					Item Total 97140	7330.84	
3 - 1	PERSONAL PROPERTY EXPENSE, MOBILE OFFICE RENTAL OR LEASE		12.00	MMO	23.31	279.72	09/08/2017
					SUT Code: SC8 (8.75%)	24.48	
	Ship To:	9991 County Farm Rd Riverside CA 92503					

Authorized Signature
Patti Guerrero



COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department
2980 Washington St
Riverside, CA 92504
Phone: (951) 955-4937
Fax: (951) 955-3730

PURCHASE ORDER

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6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

PROBATION

Probation
Probation Administration
PO BOX 833
Riverside CA 92502
United States

Dispatch Via Email		
Purchase Order PRARC-0000040535	Date 2017-07-10	Revision
Payment Terms Due Now	Freight Terms FOB Destination, Freight Paid	Ship Via BEST WAY
Buyer Patti Guerrero	Phone	Currency USD

Vendor: 0000068342
Modular Space Corporation
11115 Hemlock Ave
Fontana CA 92337
United States

Ship To: See Detail Below

Attention: Not Specified

Bill To: Probation
Probation Administration
PO BOX 833
Riverside CA 92502
United States

Line-Sch	Item/Description	Tax Exempt? N	Tax Exempt ID: Mfg ID	Quantity	UOM	PO Price	Replenishment Option: Standard	Extended Amt	Due Date
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July 1, 2017 through June 30, 2018

Schedule Total 304.20

Item Total 97140 304.20

Total SUT Code SC8 (8.75%) 1204.16

Lease-Take-Over from contract# 260872 Offer #279078 dated: 6/20/2017

Probation Department Take-Over of DPSS Office Trailer Lease at the following location:
9991 County Farm Rd.
Riverside, CA 92503

Delivery, Installation, & Removal (One-time items) fees not applicable, service not required. The Office Trailer is not being relocated. This Lease-Take-Over is only transferring the billing payment responsibility from County of Riverside DPSS to the County Probation Department.

Period of Performance: July 1, 2017 through June 30, 2018 renewable in one year increments.

Probation Department Contact: Carol Weatherspoon @ 951-955-2872

ModSpace Contact: Melissa Vandenberg @ 909-574-1465

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Patti Guerrero Date
Procurement Contract Specialist
County of Riverside Purchasing - Probation Liaison
Tel: (951) 955-2986
Email: pguerrero@co.riverside.ca.us

Total PO Amount 14965.88

Authorized Signature

Authorized Signature

Patti Suen