



## CONSENT CALENDAR

### City of San Bernardino Request for Council Action

**Date:** August 7, 2024

**To:** Honorable Mayor and City Council Members

**From:** Rochelle Clayton, Acting City Manager;  
Kris Watson, Director of Animal Services

**Department:** Animal Services

**Subject:** **Regional Partnership Modular Office Building Purchase  
for Animal Services (All Wards)**

#### **Recommendation:**

It is recommended that the Mayor and City Council of the City of San Bernardino, California adopt Resolution No. 2024-151:

1. Authorizing the City Manager to Execute a Goods Purchase Agreement with William Scotsman, Inc. in the amount of \$406,492.00 for the purchase of a modular building for Animal Services, and
2. Authorizing the Director of Finance and Management Services to issue a purchase order to William Scotsman, Inc., in an amount not to exceed \$406,492.00.

#### **Executive Summary**

It was established that the City of San Bernardino would enter into a Regional Partnership for Animal Services with the Cities of Colton, Fontana, Grand Terrace, Loma Linda and Rialto. In order to accommodate the additional staff and office space necessary to serve the public, the Department needs to purchase a modular building for office space and expanded counters to assist residents. Purchasing a modular building would allow us to add the needed office space quickly at a reasonable fee. The Mayor and City Council previously approved the allocation of funds for site improvements on April 17, 2024, in Resolution 2024-067 and the allocation of funds for additional staff on June 5, 2024, in Resolution 2024-096. These costs will be shared by the contract cities and the City of San Bernardino.

#### **Background**

Each of the Cities have approved the participation agreements with the City of San Bernardino, effective July 1, 2024. The shelter began accepting animals from the

additional cities on July 1, 2024. In order to adequately serve the needs of the residents of San Bernardino, as well as the contract cities, the Department needs additional customer service windows and office space for expanded staff and programs. A total of 31 staff positions were added to the Department as a result of the Regional Partnership. The modular building will house the staff for all public-facing functions, including Community Outreach (2 Positions), Customer Service (11 Positions), Field Services (13 Positions), Rescue, Foster and Volunteer programs (6 Positions). The office will include a customer service lobby and counters, an office for The Lange Foundation, public restrooms and the Department's breakroom for all Animal Services staff. This building space will be the first introduction the public has to the Animal Services Campus. On April 17, 2024, the Mayor and City Council approved Resolution 2024-067, allocating \$4,000,000.00 for site improvements related to this project.

### **Discussion**

Once the contracts with each of the additional cities was approved, the Department began searching for modular buildings that would satisfy the needs of the expanded staff and services and that could be configured or built within the short timeline needed. Mobile Mini was immediately responsive to the department and had a used 60'x60' building that had already been constructed and could be delivered quickly. This building is a Single Source purchase because although there may be several suppliers of Modular Office Buildings, this building is already constructed and is ready to be delivered with minimal changes needed, reducing the cost of purchase to the City as well as the amount of time that would be needed to design and construct a new building.

The new building layout will include five (5) customer service windows and office space for Volunteer, Foster, Rescue and Field Services Programs. Additionally, the unit also provides a separate office space the Department has identified for our on-site nonprofit partner, The Lange Foundation, so that they can continue to help the residents with services and support. Because this building already had the office spaces the Department needed for staff, only minor modifications, including adding the 5 customer service windows, are needed to suit the needs of the Department.

The Department is requesting to purchase the building in lieu of a lease in an attempt to reduce the burden of annual lease payments. The purchase amount of \$406,492.00 for the modular building falls within the \$4,000,000 budgeted for the site improvement project. When the Department was looking at office space needed to accommodate the new staff and programs associated with the Regional Partnership, we believed a 24'x60' modular building in addition to significant modifications to our existing brick-and-mortar building would meet our needs. By purchasing a larger modular building to accommodate the expanded programs as well as existing staff, we will only need to make minor changes to the existing brick and mortar building and will be able to remove an existing 12'x60' leased modular building on the campus. These changes will make more room for dog kennels and will reduce the estimated cost of additional renovations to the campus. We will be utilizing the allocation for the smaller modular building as well as some of the contingency funding from our initial project estimate for this

purchase. Because this is a used building the cost of purchase is significantly lower than a new modular building that would be designed and built to suit the needs of the department, increasing the length of time needed to construct and delaying the delivery of the building. The price of a new modular building with the same specifications would be approximately \$666,111.00. By purchasing a used building, the Department is saving over \$250,000.00.

Because this is a modular building, the vendor will be delivering the building to the animal shelter and the Department of Public Works will be using a combination of internal staff and previously approved on-call vendors to complete the plumbing, electrical and data cable work for the new building. Once the purchase has been approved, the Department estimates it would take two to three weeks to have the building delivered, connected to utilities and ready for staff occupation.

### **2021-2025 Strategic Targets and Goals**

The purchase of a modular office building aligns with Key Target No. 2 Focused Aligned Leadership and Unified Community and Key Target No. 3 Improved Quality of Life. The new kennel buildings will enable us to serve the needs of both our residents and their pets while engaging the community to assist the Department by volunteering, fostering and adopting pets from the shelter.

### **Fiscal Impact**

The fiscal impact for this item is \$406,492. City of San Bernardino's share of this purchase is \$217,745 and the regional partners' share is \$188,747. There is sufficient budget in the Department's Operating Budget for FY24/25 to fund this agreement. There is no additional impact to the General Fund.

### **Conclusion**

It is recommended the Mayor and City Council of the City of San Bernardino, California, adopt Resolution No. 2024-151:

1. Authorizing the City Manager to execute a Goods Purchase Agreement with William Scotsman, Inc. in the amount of \$406,492.00 for the purchase of a modular building for Animal Services, and
2. Authorizing the Director of Finance and Management Services to issue a purchase order to William Scotsman, Inc., in an amount not to exceed \$406,492.00

### **Attachments**

- Attachment 1 – Resolution No. 2024-151
- Attachment 2 – Quote for Building Purchase
- Attachment 3 – Goods Purchase Agreement
- Attachment 4 – Single Source Justification
- Attachment 5 – Building Map
- Attachment 6 – Table with Estimated Project Costs

**Ward:**  
All Wards

**Synopsis of Previous Council Actions:**

December 6, 2024      Regional Partnership for Animal Services

April 17, 2024      Authorize and Appropriate Funding for Animal Services for the  
Preparation of the Regional Partnership Agreements – Site  
Improvement Costs

June 5, 2024      Authorize and Appropriate Funding for Animal Services for the  
Preparation of the Regional Partnership Agreements  
– Staffing Costs