

**PROCUREMENT OFFICER'S DETERMINATION
INTERGOVERNMENTAL COOPERATIVE PURCHASING
CONTRACT NO. 223007-H
RENTAL OF FOUR MODULAR OFFICE TRAILERS
MODIFICATION NO. 2**

A. PROJECT DESCRIPTION

The original contract with TSG Industries LLC (TSG) to lease four Modular Office Trailers was executed pursuant to COMAR 21.05.09, under the intergovernmental cooperative purchasing agreement (ICPA), Omnia Contract No. R210502. The contract is for a 3-year lease of four trailers after they have been manufactured to meet the specifications set forth in RFQ 223007-H including wiring, doorways, bathrooms, canopies, decking, stairs, ADA accessible ramps, etc. The contract price of \$629,515.28 includes the cost to manufacture, transport, install and anchor the trailers at DMT, and lease and maintain the trailers over the 3-year lease term.

Modification No. 1 increased the price of the above-referenced contract by \$118,612, for a total new contract price of \$748,127.16, and extended the delivery date of the trailers to April 30, 2024, per the vendor's quote and representations that supplier costs and projected delivery dates have changed since the original quote.

This determination is for Modification No. 2 to increase the price of the above-referenced contract by \$31,240.92 for a total new contract price of \$779,368.08, and to extend the delivery date to June 4, 2024, per the vendor's quote and representations of the redesign of Trailer 4.

B. STATEMENT OF CHANGE

Modification No. 2 will add a line item for "Building #4 Modification – Restroom Layout Add" for a total of \$8,481.00 to redesign Trailer 4 and the utility connections for Trailer 4, which includes one additional bathroom, for a total of two bathrooms, and the reconfiguration of the break room. As a result of this reconfiguration, this modification also increases the monthly lease cost of Trailer 4 from \$2,931.12 to \$3,563.34. No other prices were changed from the original contract or from Modification No. 1. The total value of the modification is an increase of \$31,240.92 to the contract value.

C. BACKGROUND AND REASON FOR CHANGE

It is critical to MPA to have the trailers in place as soon as possible and TSG has represented that, to ensure delivery of the trailers by late April 2024, will require TSG to use a new supplier and pay higher costs to meet the April 2024 deadline. MPA Engineering is committed to the earliest possible delivery date and to increase the funding to have TSG deliver the trailers in April 2024 or before.

On December 18, 2023, MPA reached out to TSG to let them know that an additional restroom has been requested by MPA to be added to the Trailer 4 layout constituting a redesign of the trailer. For the changes requested, TSG has requested an increase of \$31,240.92 to the contract value. In addition to the monthly rental cost increase, a new line item was added for the modification of the restroom layout. This cost is due to multiple components including the cost to redesign the current space; run new plumbing, electric, HVAC, and sewer through the walls to the newly defined locations; tie utilities into the controller from the other side of the unit; and ensure that all electrical connections meet the contract specifications to be installed within a bathroom. MPA Engineering has reviewed

the increase and found it to be a reasonable increase. The new delivery date for Trailer 4 is an additional three to five weeks, no later than June 4, 2024. However, all trailers are being requested to be delivered together so the new delivery date for all four trailers will be no later than June 4, 2024.

D. PROCUREMENT OFFICER'S DETERMINATION

For the reasons stated above and having received written documentation supporting the increased prices, the Procurement Officer determines that Modification No. 2 should be issued to increase the contract NTE value by \$31,240.92 to \$779,368.08 and require the delivery of the four trailers on or before June 4, 2024. This modification is within MPA's delegated authority under COMAR 21.02.01.04.F(8).


Jenilee Jay
Procurement Officer

1/23/24
Date


John Thornton
Procurement Manager/Designee

1/23/24
Date