

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

**I. EXECUTIVE SUMMARY**

This Determination has been executed pursuant to COMAR 21.05.09, Intergovernmental Cooperative Purchasing, to contract with TSG Industries LLC to lease four Modular Office Trailers under the intergovernmental cooperative purchasing agreement (ICPA), Omnia Contract No. R210502. The contract is for a lease of four trailers tailored to meet the specifications set forth in RFQ 223007-H including wiring, doorways, bathrooms, canopies, decking, stairs, ADA accessible ramps, etc. Freight, installation, anchoring, maintenance service, and removal are also included in the contracted amount of \$629,515.28.

**II. BACKGROUND**

The MPA Engineering Department is in need of four modular office trailers for a tenant to use while the MPA building envelope remediation in Lot 602 is taking place. The offices were designed to fit the needs of the tenant's work procedure and it was determined four modular trailers with walkways, stairs, ramps, and a canopy in a nearby parking lot would allow the tenant to continue their work performance.

Upon researching modular trailer lease contracts and information, Omnia and TIPS ICPA contracts were found. MPA reached out to four companies with local offices and forwarded the Request for Quote which included all specifications for the set-up of each trailer.

Three quotes were received the following companies:

TSG Industries LLC	\$629,515.28
Williams Scotsman Inc	\$1,114,873.06
Wilmot Modular Structures Inc.	\$1,375,787.00

The quotes were reviewed and consistent with the cooperative purchasing contract. TSG Industries LLC was found to provide the lowest pricing available and matched the trailer design requirements.

**III. DETERMINATION**


- A. Omnia's contract meets the requirements of an intergovernmental cooperative purchasing agreement under COMAR 21.05.09.01B(2).
- B. It is in the best interest of the MPA to utilize the Omnia contract because doing so will provide a cost savings of 7% to the State; it will promote administrative efficiencies as Omnia has already deemed TSG Industries LLC responsible and using the Omnia contract is not intended as a means to evade the purposes set forth under COMAR 21.01.01.03.
- C. The award amount is within the funding available.
- D. Making an award under Omnia Contract No. R201502 will save the MPA considerable time in the preparation of a solicitation for public advertisement, receiving and evaluating proposals, and then completing an award.

- E. Based on the aforementioned information, I determine that this procurement satisfies the requirements of COMAR 21.05.09.04B, and that a contract in the amount of \$629,515.28 should be awarded to TSG Industries LLC to deliver four modular office trailers for lease to MPA.
- F. Since this procurement constitutes a procurement of supplies for which MPA has an unlimited delegation of procurement authority from the Board of Public Works ("BPW"), under COMAR 21.02.01.04F(8), approval of the award by the Maryland Port Commission and the BPW are not required.

**IV. APPROVAL REQUIRED**

COMAR 21.05.09.05 provides: "Before awarding or participating in an intergovernmental cooperative purchasing agreement, the procurement officer shall obtain the approval of the primary procurement unit head, and any other approvals as required under this title."

*I request your approval, as unit head, to procure as described in this determination, subject to completion of all other requirements of procurement law, fund certification, execution and approval of the contract (including approval by the Office of the Attorney General for form and legal sufficiency), etc.*

  
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Jenilee Jay  
Procurement Officer

8/22/23  
\_\_\_\_\_  
Date

APPROVED:

DocuSigned by:  
  
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Brian Miller, Interim Acting Executive Director

8/22/2023  
\_\_\_\_\_  
Date