

LAST MINUTE AGENDA INFORMATION

12/10/14 Regular Meeting

(Agenda Related Writings/Documents provided to a majority of the City Council after distribution of the Agenda Packet for the December 10, 2014 Regular meeting.)

ITEM NO. DESCRIPTION

5.4	RESOLUTION NO. 2014-7539 AWARDED A PUBLIC WORKS CONTRACT, TO WIT: CITY HALL PUBLIC AREA FLOORING PROJECT AND APPROPRIATION OF AN AMOUNT NOT TO EXCEED \$25,000 FROM THE FACILITY MAINTENANCE FUND TO PROJECT. (0910-20) a. Staff Report and Resolution.
------------	--



STAFF REPORT
CITY OF IMPERIAL BEACH

TO: HONORABLE MAYOR AND CITY COUNCIL

FROM: ANDY HALL, CITY MANAGER *AH*

MEETING DATE: DECEMBER 10, 2014

ORIGINATING DEPT.: CITY ADMINISTRATION *an*

SUBJECT: RESOLUTION NO. 2014-7539 THAT AWARDS A PUBLIC WORKS CONTRACT TO REPLACE THE FLOORING IN THE CITY HALL PUBLIC AREA (HALLWAY) AND APPROPRIATES AN AMOUNT NOT TO EXCEED \$25,000 FROM THE FACILITY MAINTENANCE FUND TO COMPLETE THE PROJECT

EXECUTIVE SUMMARY:

The public area (hallway) of City Hall is in need of new flooring. As staff explored flooring options, it was discovered that removal of the old carpet would result in disturbance of some resin that contains asbestos. Therefore, staff has prepared a contract to remove the asbestos from this area and replace the flooring with an attractive ceramic tile that resembles hard wood flooring. Resolution No. 2014-7539 awards a contract to complete the project and appropriates \$16,903.64 from the Facility Maintenance Fund to complete the project.

BACKGROUND:

The carpeting in the public areas of City Hall needs to be replaced due to normal wear. When initial attempts to remove the carpet were commenced, it was discovered that the tile beneath the carpet was also disturbed. The bonding agent that holds the tile to the foundation contains asbestos and needs to be properly removed from the building in order to replacing the flooring in an appropriate manner.

The carpet will be replaced with a ceramic tile that has the appearance of hard wood flooring. The tile flooring will be more stain resistant and have a longer anticipated life than carpeting. At the present time, only the flooring in the public areas (hallways) will be replaced. Staff is suggesting that this work take place during the winter furlough when a majority of the staff at City Hall is not scheduled to be in the building. Employees not subject to furlough will be asked to work from home or use personal leave while the work is completed.

Staff advertised requests for bids (RFB) to complete the project on November 13, 2014 in the Eagle & Times Newspaper and on the E-Bid Board in accordance with normal notification processes. The bid opening was scheduled for Thursday December 4, 2014.

ANALYSIS:

Upon evaluation of the bids at an advertised public meeting on Thursday, December 4, 2014, it was determined that the lowest responsive and qualified bidder for the City Hall Public Area Flooring Project was On the Spot Flooring at a bid price of \$16,903.64.

Date: 12-10-14 Item No. 54
Last Minute Agenda Information

A complete list of the bids is available for review upon request at the office of the City Manager.

ENVIRONMENTAL DETERMINATION:

Not a project as defined by CEQA.

FISCAL IMPACT:

Appropriation of \$16,903.64 from the Facility Maintenance Fund (504-1924-419.21-04)

RECOMMENDATION:

1. Receive and file report.
2. Adopt Resolution No. 2014-7539 awarding a contract to the lowest qualified and responsive bidder.
3. Authorize the City Manager to sign the professional services agreement or contract.
4. Appropriate \$16,903.64 from the Facility Maintenance Fund to the City Hall Public Area Flooring Project.

Attachments:

1. Resolution No. 2014-7539

RESOLUTION NO. 2014-7539

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL BEACH, CALIFORNIA, AWARDING A PUBLIC WORKS CONTRACT TO REPLACE THE FLOORING IN THE CITY HALL PUBLIC AREA (HALLWAY) AND APPROPRIATING AN AMOUNT NOT TO EXCEED \$25,000 FROM THE FACILITY MAINTENANCE FUND TO COMPLETE THE PROJECT

WHEREAS, the carpeting in the public areas of City Hall needs to be replaced due to normal wear; and

WHEREAS, initial attempts to remove the carpet were commenced and it was discovered that the tile beneath the carpet was also disturbed. The bonding agent that holds the tile to the foundation contains asbestos and needs to be properly removed from the building in order to replace the flooring in an appropriate manner; and

WHEREAS, the carpet will be replaced with a ceramic tile that has the appearance of hard wood flooring. The tile flooring will be more stain resistant and have a longer anticipated life than carpeting. At the present time, only the flooring in the public areas (hallways) will be replaced; and

WHEREAS, Staff is suggesting that this work take place during the winter furlough when a majority of the staff at City Hall is not scheduled to be in the building; and

WHEREAS, Staff advertised requests for bids (RFB) to complete the project on November 13, 2014 in the Eagle & Times Newspaper and on the E-Bid Board in accordance with normal notification processes. The bid opening was scheduled for Thursday December 4, 2014; and

WHEREAS, the total project cost was estimated at \$25,000; and

WHEREAS, upon evaluation of the bids at an advertised public meeting on Thursday, December 4, 2014, it was determined that the lowest responsive and qualified bidder for the City Hall Public Area Flooring Project was On the Spot Flooring at a bid price of \$16,903.64.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial Beach as follows:

1. The above recitals are true and correct.
2. The legislative body hereby rejects all proposals for bids except that identified as the lowest responsible bid. The bid of the lowest, responsive and qualified bidder will be on file with the transcript of these proceedings and open for public inspection in the City Clerk Department on file as Contract No. 2891.
3. The contractor shall not commence construction or order equipment until he has received a Notice to Proceed.
4. The work shall be constructed in the manner and form and in compliance with the requirements as set forth in the plans and specifications for the project.
5. The City Manager is authorized to sign a purchase order with the lowest, responsive and qualified bidder.
6. The appropriation of \$16,903.64 from the Facility Maintenance Fund to the City Hall Public Area Flooring Project is approved.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Imperial Beach at its special meeting held on the 10th day of December 2014, by the following vote:

AYES: COUNCILMEMBERS: BRAGG, SPRIGGS, BILBRAY, PATTON, DEDINA
NOES: COUNCILMEMBERS: NONE
ABSENT: COUNCILMEMBERS: NONE

SERGE DEDINA, MAYOR

ATTEST:

JACQUELINE M. HALD, MMC
CITY CLERK