

**City of Culver City, California  
Agenda Item Report**

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| Meeting Date: 07/06/09                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  | Item Number: <u>J-1</u>                                                                                                                                                                          |  |
| <b>JOINT CITY COUNCIL/REDEVELOPMENT AGENCY BOARD AGENDA ITEM:<br/>Approval of a Three Party Professional Services Agreement with Regency Fire Protection, Inc. for Inspection, Testing, and Maintenance of Water-based Fire Protection Systems in City and Agency Buildings.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                                                                  |  |
| Contact Person/Dept.:<br>Michael Pasternak, Community Development;<br>Ken Quick, Fire;<br>Heustace Lewis, Public Works;<br>Jane Leonard, Transportation<br>Fiscal Impact: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  | Phone Numbers:<br>(310)253-5708<br>(310)253-5929<br>(310)253-6444<br>(310)253-6523<br>General Fund: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>                          |  |
| Public Hearing: <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  | Action Item: <input type="checkbox"/> Attachments: <input checked="" type="checkbox"/>                                                                                                           |  |
| Commission Action Required: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | Date: _____                                                                                                                                                                                      |  |
| Public Notification: (E-Mail) Meetings and Agendas – City Council; (E-Mail) Meetings and Agendas – Redevelopment Agency; (Telephone) Downtown Business Association (06/18/09); (Telephone) Chamber of Commerce (06/18/09).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |                                                                                                                                                                                                  |  |
| Department Approval:<br>Sol Blumenfeld (06/26/09)<br>Jeff Eastman (06/30/09)<br>Charles Herbertson (06/30/09)<br>Art Ida (07/01/09)<br><br>Chief Financial Officer Approval:<br>Jeff Muir (N. Kimball)(07/01/09)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  | City Attorney Approval:<br>Agency General Counsel Approval:<br>Carol A. Schwab (07/01/09)<br>Murray Kane (06/29/09)<br><br>City Manager/Executive Director<br>Approval:<br>Mark Scott (07/01/09) |  |
| <p><b><u>RECOMMENDATION:</u></b></p> <p>Staff recommends the City Council and Culver City Redevelopment Agency Board approve a three party professional services agreement, in an amount not to exceed \$28,188, with Regency Fire Protection, Inc. for inspection, testing, and maintenance of water-based fire protection systems at City and Agency owned buildings.</p> <p><b><u>BACKGROUND:</u></b></p> <p>The purpose of this effort is to bring all City and Agency owned properties into compliance with the provisions set forth in the 2007 California Fire Code Chapter 9 Section 901 (“Fire Code”), which governs fire protection systems within the State of California. The Fire Code’s standards for inspection, testing, and maintenance of water-based fire protection systems (i.e. fire sprinkler systems and related equipment) come from the National Fire Protection Association 25 standards as</p> |  |                                                                                                                                                                                                  |  |

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amended by the California Code of Regulations - Title 19 ("Title 19"), which were revised in April 2007 to require quarterly visual inspections of the sprinkler systems, among other changes.

The standards require inspections of fire systems on a quarterly, annual, and 5-year basis. Trained and certified technicians must perform the annual and 5-year certification tests and inspections, whereas non-certified personnel may perform the quarterly visual inspections. The standards also set the minimum requirements for record keeping, insisting that two hardcopy sets of test, inspection, and maintenance records be kept. In addition, the Fire Code stipulates that an "impairment coordinator" be assigned to each building to ensure that the system is controlled and in full compliance with the Fire Code's requirements. These standards are the same that Fire Prevention Division staff enforces on private building owners city-wide.

As sprinkler system components (hangers, sprinkler heads, valves, flow switches, etc.) age, they become increasingly susceptible to deterioration. Failure to properly inspect, test, and maintain system components can result in false alarms or system failure in the event of a fire. Because the reliability of a system is directly correlated to the maintenance it receives, staff is proposing this program to provide internal oversight of the City's fire prevention systems and to enter into an agreement with a licensed contractor to perform inspections, tests, and maintenance.

**DISCUSSION:**

Staff from Community Development, Fire, Public Works, and Transportation worked together to develop a program that will ensure all City and Agency buildings remain in compliance with Fire Code and Title 19 requirements.

Staff has sought to maintain as much internal oversight of the fire protection systems as possible. Public Works staff has designated impairment coordinators for each building and will administer the contract for fire sprinkler system testing, inspection, and maintenance. Public Works staff will also perform the required visual quarterly inspections for City/Agency properties and maintain records of inspections, tests, and maintenance performed. Invoices and purchase orders for each building will be handled by designees from the Department having jurisdiction over that building.

To assure the City and Agency received the best price for the work, a Request for Proposal ("RFP") was issued to pre-qualified contractors for all City and Agency owned buildings. To assure the highest degree of efficiency and oversight, staff will place all City/Agency buildings on the same test and inspection cycle. Because the Fire Code requires a 5-year certification test requirement, staff is recommending a five year agreement.

In accordance with Culver City Municipal Code § 3.07.070, which exempts Professional Services from the formal bidding process, staff issued the RFP to four

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pre-qualified contractors. Three contractors submitted proposals: Simplex/Grinnell, Detection Logic, and Regency Testing, Inc.

**FISCAL ANALYSIS:**

The RFP was released to qualified contractors only i.e., those having the financial, technical, and staff resources to handle a contract of this scale. Staff is recommending Regency Testing, Inc. A majority of Regency's business is focused on new construction and system installation. The inspection and testing component of Regency's business supplements their other activities.

**TOTAL COST OF SERVICE CONTRACT OVER FIVE YEAR PERIOD  
(INCLUDING CONTINGENCY FOR REPAIRS)**

| Contractor  | Simplex /<br>Grinnell | Detection<br>Logic | Regency<br>Testing, Inc. |
|-------------|-----------------------|--------------------|--------------------------|
| Price Quote | \$67,724.50           | \$52,728           | \$28,188                 |

**COST BREAKDOWN & FUNDING SOURCE**

|                          | Public Works    | Transportation  |
|--------------------------|-----------------|-----------------|
| Account No.              | 10163200.619800 | 30868900.600100 |
| Contract Services Cost   | \$14,360        | \$1,250         |
| Emergency Parts & Repair | \$3,825         | \$473           |
| Total                    | \$18,185        | \$1,723         |

**Redevelopment Agency**

|             | Watseka             | Ince                | Cardiff             | Ivy<br>Substation   |
|-------------|---------------------|---------------------|---------------------|---------------------|
| Account No. | 55095800.<br>610000 | 55093800.<br>600100 | 55093100.<br>600100 | 55094400.<br>600100 |

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|                          |         |         |         |         |
|--------------------------|---------|---------|---------|---------|
| Contract Services Cost   | \$1,450 | \$1,650 | \$1,650 | \$950   |
| Emergency Parts & Repair | \$645   | \$645   | \$645   | \$645   |
| Total                    | \$2,095 | \$2,295 | \$2,295 | \$1,595 |

Amounts for this contract have been included in the various City and Agency accounts as part of the Interim Budget for Fiscal Year 2009/2010.

**ATTACHMENTS:**

1. Attachment I: Comparison of Contractor Rates by Service Sites
2. Attachment II: 2007 California Fire Code Section 9 and Annex B (Sample Inspection & Testing Checklist)

**MOTION:**

That the City Council:

1. Approve a three party Professional Services Agreement with Regency Fire Prevention, Inc. for inspection, testing, and maintenance of water-based fire protection systems, in an amount not to exceed \$19,908, for a five-year period; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.

That the Redevelopment Agency Board:

1. Approve a three party Professional Services Agreement with Regency Fire Prevention, Inc. for inspection, testing, and maintenance of water-based fire protection systems, in an amount not to exceed \$8,280, for a five-year period; and,
2. Authorize Agency General Counsel to review/prepare the necessary documents; and,
3. Authorize the Executive Director to execute such documents on behalf of the Agency.