

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

Meeting Date: 8/6/2012		Item Number: <u>C-5</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with Lawrence Roll-Up Doors, Inc. for Replacement of Existing Apparatus Bay Roll-Up Doors at Fire Station #2 (PZ132).			
Contact Person/Dept.: Eric Mirzaian/PW		Phone Number: (310) 253-6410	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification (E-mail) Meetings and Agendas - City Council (08/01/12); Lawrence Roll-Up Doors, Inc. on (7/30/2012)			
Department Approval: Charles D. Herbertson (07/18/12)		City Attorney Approval: Carol Schwab (by H. Baker) (07/31/12)	
Chief Financial Officer Approval: Jeff Muir (by K. Marsden) (08/01/12)		City Manager Approval: John M. Nachbar (08/01/12)	
<u>RECOMMENDATION:</u> Staff Recommends the City Council approve a professional services agreement with Lawrence Roll-Up Doors, Inc. (Lawrence) for replacement of the existing apparatus bay roll-up doors at Fire Station #2. <u>BACKGROUND:</u> The existing roll-up doors at Fire Station #2 located at 11252 Washington Blvd. are the original units from when the facility was built in 1985. The existing doors have exceeded their normal useful life and have been requiring frequent maintenance to be performed on them by Public Works Staff. Various components of the existing door system are beginning to malfunction/deteriorate regularly including the motors, springs and tracks. <u>DISCUSSION:</u> Public Works Staff has determined that it is no longer cost effective to regularly maintain the existing doors at Fire Station #2 and that an entire new roll-up door system is the most feasible option to ensure normal and dependable roll-up door function for an emergency response facility such as the fire station. The proposed work will include the removal of the existing doors and components and the installation of new doors and components while utilizing existing wiring.			

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Public Works Staff received the following three quotes for this work:

AM/PM Door, Inc.....	\$48,345.00
Lawrence Roll-Up Doors, Inc.....	\$41,280.00
Overhead Door Co of the L.A. Basin.....	\$29,807.00

Though Overhead Door Co of the L.A. Basin (Overhead) presented a bid amount lower than that of Lawrence, their equipment is proprietary in nature. Thus, the City would be dependent upon Overhead Door Co for future repairs and parts rather than having the option to procure generic parts and services. Overhead's bid also does not account for the removal of the existing doors and components whereas the bid from Lawrence does. Additionally, the roll-up doors at Fire Station #1 were recently replaced by Lawrence, and staff has been satisfied with the results of their workmanship at that site.

Culver City Municipal Code Sections 3.07.080 and 3.07.085 provide exemption from the formal bidding process for supplies; and personal and professional services respectively, and only require the award of the contract be based upon competitive quotations from no less than three vendor contractors whenever practical. Per Section 3.07.085.B.5, this project falls under the category of personal services, which includes the repair and maintenance of City-owned property. Therefore, an informal bidding process was used in which staff requested three companies to supply a quote to perform the needed repairs. The bid representing the best value for the City in terms of both supplies and labor is being recommended.

FISCAL ANALYSIS:

There are sufficient funds available in the Capital Improvement Project P-132, Building Repairs (42000132), to cover the requested repairs.

ATTACHMENTS:

1. Copy of Lawrence Roll-Up Doors, Inc. Bid.

MOTION:

That the City Council:

1. Approve a professional services agreement with Lawrence Roll-Up Doors, Inc. in the amount of \$41,280.00 for the replacement of the roll-up doors at Fire Station # 2; and,

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2. Authorize the Public Works Director/City Engineer to approve change orders in the amount not-to-exceed \$4,128.00; and,
3. Authorize the City Attorney to review/prepare the necessary documents; and
4. Authorize the City Manager to execute such documents on behalf of the City.