

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/13/08		Item Number: <u>C-9</u>	
AGENDA ITEM: Acceptance of Work Performed by Finesse Inc. for the Culver City Transfer Station Office Remodel Project, B-1391.			
Contact Person: Steve Finton/PW		Phone Number: (310) 253-6406	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐	Attachments: ☒
Public Notification: Master E-Mail Notification List (10/08/08)			
Department Approval: Charles D. Herbertson (10/03/08)		City Attorney Approval: Carol Schwab (by H. Baker) (10/08/08)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (10/08/08)		City Manager Approval: Jerry B. Fulwood (10/08/08)	

RECOMMENDATION:

Staff recommends the City Council accept the work performed by the contractor, Finesse Inc. and authorize filing a Notice of Completion with the County Recorder for the Culver City Transfer Station Office Remodel Project, B-1391. It is also recommended that retention funds in the amount of \$3,197 be released to the contractor if no valid subcontractor claims are submitted during the thirty-five day lien period.

BACKGROUND:

On June 23, 2008, the City Council awarded a contract to Finesse Inc. in the amount of \$29,105 for construction of the Culver City Transfer Station Office Remodel Project. The City Council also authorized the Public Works Director/City Engineer to approve change orders, if necessary, in an amount not to exceed \$2,910 (10% of the contract amount).

The project included the renovation of the existing 525–square foot office space adjacent to the transfer station structure at 9255 Jefferson Boulevard.

Work on the project began on Tuesday August 5, 2008 and was completed on Monday September 8, 2008 within the number of contract working days allotted by the contract.

DISCUSSION:

Finesse Inc. has completed all work under the contract to the satisfaction of City staff and it is recommended that a Notice of Completion be filed with the County Recorder. The purpose of the Notice of Completion is to provide suppliers and

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subcontractors the opportunity to file claims with the City if they have not been paid by the general contractor. Suppliers and subcontractors can file claims with the City during the 35 calendar days following the recordation of the Notice of Completion. If claims are received, the City is obligated to hold all or a portion of retention funds until the claims are resolved. Retention funds may be released to the general contractor if no claims are received during the 35-day period. No claims have been received at this time.

Change orders in the amount of \$2,865 were issued during construction to provide additional electrical, drywall and carpentry work required to complete the project. The final contract cost, including change orders, is \$31,970 (within the total budget of \$32,015).

FISCAL ANALYSIS:

Sufficient funding was budgeted in the fiscal 2007-08 Public Works Department Budget for this project. Remaining encumbered funds for the project were carried over to fiscal 2008-09 in order to complete this project and are in Sanitation Division Accounts 20267300.720100 and 20267300.619800.

ATTACHMENT:

1. Notice of Completion

MOTIONS:

That the City Council:

- 1) Accept the work performed by the contractor, Finesse Inc., for the Culver City Transfer Station Office Remodel Project, B-1391; and,
- 2) Authorize the issuance of a Notice of Completion; and,
- 3) Authorize the Public Works Director/City Engineer to sign and submit the necessary documents to the Los Angeles County Recorder's Office; and,
- 4) Authorize the release of retention funds to Finesse Inc. in the amount of \$3,197 following the 35-day lien period.