

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 5/12/2008		Item Number: <u>C-6</u>	
AGENDA ITEM: Approval of Plans and Specifications and Authorization to Solicit Construction Bids for the Culver City Transfer Station Office Remodel Project.			
Contact Person/Dept.: Steven Finton		Phone Number: (310) 253-6406	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☐ No ☒	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master Notification List (05/07/08)			
Department Approval: Charles D. Herbertson (05/01/08)		City Attorney Approval: Carol Schwab (by H. Baker) (05/05/08)	
Fiscal Impact Review: Jeff Muir (by N. Kimball) (05/07/08)		City Manager Approval: Jerry B. Fulwood (05/07/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve the plans and specifications for the Culver City Transfer Station Office Remodel Project and authorize staff to solicit bids. <u>BACKGROUND:</u> The City owns and operates a solid waste transfer station at 9255 Jefferson Boulevard. Solid Waste collected by Sanitation Division trucks is transferred to tractor/trailers at the facility for ultimate disposal at the Puente Hills Landfill. Roll-off service, green waste processing, and all other Sanitation Division functions are based at this facility. Administrative functions of the Sanitation Division are housed in a first floor office and an adjacent rented trailer. The existing 525 square foot office is aging and requires refurbishment to meet the operational needs of the Sanitation Division. <u>DISCUSSION:</u> The attached plans for the project include the following items of work: • Removal and salvaging of all existing furniture and partitions. • Painting and patching of walls and ceilings. • Construction of new partition walls. • New carpet. • New linoleum. • Electrical and ventilation modifications. • New sink and bathroom fixture. • New lighting fixtures.			

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A complete set of plans and specifications is available for review at the Public Works Counter in City Hall. New desks and partitions will be purchased through a separate. Staff estimates the cost for the partitions and furniture to be below \$10,000. The purchases for the partitions and furniture will be made under a Purchase Order.

FISCAL ANALYSIS:

The Engineer's estimate for this project is a range between \$28,000 and \$32,000. Sufficient funding for this project is available in the 2007-08 Public Works Department Budget, Sanitation Division Account No. 20267300.720100.

ATTACHMENTS:

- 1) Office remodel plans

MOTION:

That the City Council:

1. Approve the plans and specifications for the Culver City Transfer Station Office Remodel project; and,
2. Authorize staff to solicit construction bids.