

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

Meeting Date: 02/28/2011		Item Number: <u>C-4</u>	
CITY COUNCIL AGENDA ITEM: Award of a Construction Contract to Hull Brothers Roofing Company for Building Maintenance at Fire Station #2			
Contact Person/Dept.: Lee Torres/PW		Phone Number: 310-253-5623	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Agenda and Meetings – City Council (02/23/11); Hull Brothers Roofing Company and Culver City Roofing Company (02/18/11).			
Department Approval: Charles D. Herbertson(02/17/11)		City Attorney Approval: Carol Schwab (by H. Baker) (02/23/11)	
Chief Financial Officer Approval: Jeff Muir (by K. Marsden) (02/23/11)		City Manager Approval: John M. Nachbar (02/23/11)	
<u>RECOMMENDATION:</u> Staff recommends that the City Council award a construction contract to Hull Brothers Roofing Company for the Fire Station #2 Building Maintenance Project - Preventative Maintenance and Re-Roofing, P-932. <u>BACKGROUND/DISCUSSION:</u> Fire Station #2 located at 11252 Washington Boulevard was constructed in 1981. It consists of the apparatus/main building and the accessory building. Since its original construction, there has been no major work done to the roofing systems of the buildings. The existing roof at the accessory building has leaks which have caused damage to the interior. Installing a new roof is required to prevent further damage to the building interior. The existing roof at the apparatus/main building is in satisfactory condition and only requires minor maintenance work. <u>Bid Process</u> Per Culver City Municipal Code (CCMC) Section 3.07.090.A, public works projects with costs that are \$30,000 or less and are included in the current fiscal year adopted budget, shall comply with the informal bid procedures set forth in CCMC Section 3.07.080.			

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On November 10, 2010, Staff prepared and issued Request for Bids to three (3) recommended roofing contractors. On November 23, 2010, staff received the following bid proposals;

CONTRACTOR

BID AMOUNTS

Hull Brothers Roofing Company, Culver City, CA	\$29,650
Culver City Roofing Company, Los Angeles, CA	\$42,155
Ayala roofing, Inglewood, CA	'Did not submit bid'

The City Manager has the authority to approve contracts of \$30,000 or less per vendor per year. However, Hull Brothers Roofing has had other contracts with the City during this fiscal year that, when added to the subject contract, will exceed the City Manager's \$30,000 approval authority. Thus, the award of this contract requires City Council action.

Staff reviewed the bid proposal of the apparent lowest bidder, Hull Brothers Roofing Company, and found the bid responsive and complete. Hull Brother Roofing Company has successfully completed past roofing projects for the City, most recently at SeniorCenter and City Hall, in April and June, 2010, respectively. Hull Brothers has performed all their work per the Building Code and to the satisfaction of the City's Building Safety and Public Works Building Maintenance Staff.

FISCAL IMPACT:

The following chart contains fiscal information regarding award of the contract:

Proposed Project Budget	
Funding Source	Amount
42000932	\$85,000
Total =	\$85,000

Estimated Project Expenses	
Fire Station #2 Building Maintenance Project – Preventative Maintenance and Re-Roofing	\$29,650
10% additional contingency	\$2,965
Total Estimated Project Expenses	\$32,615

The City Council Adopted Budget for Fiscal Year 2010/2011 contains sufficient funds to award the contract. The remaining funds will be used to replace the existing

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carpet on the second floor of the main building of Fire Station #2. Staff will be requesting cost estimates from flooring vendors for this work. Any remaining funds after the carpet replacement will be administratively transferred to Fire Station #1, P-931.

MOTIONS:

That the City Council:

- 1) Award a contract to Hull Brothers Roofing Company for the building improvements Fire Station #2, P-932, in the amount of \$29,650, based on its base bid; and,
- 2) Authorize the Public Works Director/City Engineer to approve change orders in an amount not-to-exceed \$2,965, if necessary; 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.