

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

Meeting Date: 06/22/2015		Item Number: <u>C-4</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with DFS Flooring for the Re-carpeting of all Three Floors of City Hall in an Aggregate Amount Not-to-Exceed \$384,613.00 (\$349,648.00 Base Contract and \$34,965 in Change Order Authority).			
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 (06/18/15) DFS Flooring (06/15/15)			
Department Approval: Charles D. Herbertson (06/11/15)		City Attorney Approval: Carol Schwab (by H. Baker) (06/16/15)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (06/16/15)		City Manager Approval: John M. Nachbar (06/16/15)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a Professional Services Agreement with DFS Flooring (DFS) for the re-carpeting of all three floors at City Hall in an aggregate amount not-to-exceed \$384,613.00 (\$349,648.00 base contract and \$34,965 in change order authority). <u>BACKGROUND:</u> The existing carpet at City Hall is the original carpeting installed when the facility was constructed in 1995. The carpet is beginning to show extensive wear and tear with numerous areas of uplift which create potential trip hazards. Public Works Staff has performed temporary repairs in areas throughout the facility to prolong the useful life of the carpet, but these repairs are not long withstanding due to the high foot traffic in some areas of City Hall. The facilities assessment study completed in 2006 identified the immediate need for replacement of the carpet at City Hall. The existing carpet has an estimated useful life of 7-10 years and, thus, is overdue for replacement. <u>DISCUSSION:</u> The proposed project will utilize carpet tiles which allow for easier installation and easier future maintenance as only specific tiles would need to be replaced. In			

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conjunction with bringing the facility's original architects on board to provide recommendations, a committee of City Staff was formed to select the recommended tile pattern that will be installed. The work will also consist of furniture lifting to be able to install the tiles, as well as, replacing the existing base boards throughout the perimeters of the offices and walkways.

The recommended contractor for this project, DFS, is a pre-approved and selected contractor through the National Joint Powers Alliance; which is a public and transparent bidding process to create a pool of qualified contractors for such projects. Therefore, pursuant to Culver City Municipal Code Section 3.070.045.G, the proposed contract is exempt from the formal bidding requirements, since competitive bid procedures have already been utilized.

Staff has also checked with local carpeting sales representatives, and they provided favorable reviews of DFS.

FISCAL ANALYSIS:

The total project cost to re-carpet all three floors of City Hall is \$349,648.00. The cost also includes securing extra carpet tiles for future replacement/maintenance. There are sufficient funds available in the City Council Adopted Budget for Fiscal Year 2014/2015 for Capital Improvement Projects PZ-132 Building Repairs to fund this project (42080000.730100.PZ132).

ATTACHMENTS:

Copy of DFS Flooring quote.

MOTION:

That the City Council:

1. Approve a professional services agreement with DFS Flooring for the re-carpeting of City Hall in an aggregate amount not-to-exceed \$384,613.00 (\$349,648.00 base contract and \$34,965 in change order authority); and,
2. Authorize the Director of Public Works/City Engineer to approve change orders up to \$34,965; 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.