

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

Meeting Date: 09/26/2011		Item Number: <u>C-3</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with Lawrence Roll-Up Doors, Inc. for the Purchase and Installation of Roll-Up Doors for Fire Station #1.			
Contact Person/Dept.: Helen Kerstein/PW		Phone Number: (310) 253-5618	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☐	
Commission Action Required: Yes ☐ No ☒ Date: _____			
Public Notification: (Email) Agenda and Meetings – City Council (09/21/11); (Email) Lawrence Roll-Up Doors, Inc. (09/21/11)			
Department Approval: Charles D. Herbertson (09/15/11)		City Attorney Approval: Carol Schwab (by H. Baker) (09/19/11)	
Chief Financial Officer Approval: Jeff Muir (by K. Marsden) (09/20/11)		City Manager Approval: John M. Nachbar (09/20/11)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with in Lawrence Roll-Up Doors, Inc. in an amount not to exceed \$36,561.83 for the purchase and installation of three roll-up doors and related accessories for Fire Station #1. <u>BACKGROUND:</u> Fire Station #1 is located at 9600 Culver Boulevard. In the roughly 15 years since the building's construction, the sectional doors leading to its apparatus floor have become gradually less dependable and have required increasingly frequent and expensive maintenance. Approximately six years ago, the three front apparatus bay doors were replaced. At this point, staff believes that the three rear apparatus bay doors have reached the end of their useful life and also require replacement. Replacing these three doors with new, more reliable roll-up doors will improve their dependability and reduce their on-going maintenance costs. <u>DISCUSSION:</u> Pursuant to Culver City Municipal Code § 3.07.085, a professional service agreement may be awarded without complying with the formal competitive bidding process; provided, the agreement is based upon competitive quotations, whenever practical, as determined by the City Manager. Staff received the			

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following three quotations from door vendors for replacement of the three rear doors leading to Fire Station #1's apparatus floor:

<u>CONTRACTOR</u>	<u>QUOTATION</u>
Lawrence Roll-Up Doors, Inc.	\$36,561.83
Criterion Products	\$39,250
Vortex	\$41,603

Staff recommends approving an agreement with Lawrence Roll-Up Doors, Inc. Lawrence Roll-Up Doors, Inc. provided the lowest quotation. Additionally, staff members have worked with the company for many years and have been impressed by the quality of their products, workmanship, and response time.

FISCAL ANALYSIS:

As a repair/maintenance service for City-owned real property and buildings, the purchase and installation of these three doors is considered a personal or professional service under Culver City Municipal Code §§3.07.085 and thus is exempt from the formal bidding process. Sufficient funding is available in the Building Repairs Capital Improvement Project Budget (42000132) to cover the \$36,561.83 cost of the three doors, including related accessories and installation.

MOTIONS:

That the City Council:

1. Approve a professional services agreement with Lawrence Roll-Up Doors, Inc. in an amount not to exceed \$36,561.83; and,
2. Authorize the City Attorney to review/prepare the necessary documents; and,
3. Authorize the City Manager to execute such documents on behalf of the City.