



City of Culver City

Staff Report

File #: 16-1203, **Version:** 2

Item #: C-5.

CC - (1) Waiver of Competitive Bidding Procedures; and (2) Approval of Five-Year On-Call Agreements with Hull Brothers Roofing Company and Lawrence Roll-up Doors, Inc. for On-Call Roofing Repairs and On-Call Roll-up Door Repairs Respectively at Various City Facilities in an Amount Not-To-Exceed \$30,000 per Fiscal Year per Vendor.

Meeting Date: July 24, 2017

Contact Person/Dept: Eric Mirzaian/Public Works

Phone Number: 310-253-6444

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 (07/18/17);

Department Approval: Charles D. Herbertson (07/13/17)

RECOMMENDATION

Staff recommends the City Council (1) waive competitive bidding requirements; and (2) approve five-year on-call agreements with Hull Brothers Roofing Company (Hull) and Lawrence Roll-up Doors, Inc. (Lawrence) for on-call roofing repairs and on-call roll-up door repairs respectively at various City facilities in an amount not-to-exceed \$30,000 per fiscal year per vendor.

BACKGROUND/DISCUSSION

The City has been utilizing the services of both Hull and Lawrence for several years for repair and maintenance of City facility roofing and roll-up doors respectively.

Hull is based in Culver City and has provided roofing repairs to numerous City facilities. Being a local business allows them to provide quick responses when called upon. Staff has always been satisfied with the craftsmanship of their work and they have extensive knowledge of the City's facilities. Staff has worked with other roofing contractors in the past but have found Hull's work quality to be superior. Lawrence has provided repair services for roll-up doors to numerous City facilities. The

City has a separate on-call agreement with another door service contractor (AM/PM Door, Inc.) and Staff uses either contractor interchangeably based on door type, availability and required repairs.

The contracts for both contractors expired on June 30, 2017. Generally, these repair services are exempt from competitive bidding procedures pursuant to Culver City Municipal Code (CCMC) Section 3.07.085.C.5 (repair or maintenance of equipment, machinery or other City-owned personal property). However, because the City has utilized the services of these contractors for a period of five years or more, CCMC Section 3.07.050, requires that formal or informal bidding procedures, as applicable, be utilized. Staff is asking for the waiver of the formal/informal bidding procedure for these on-call contracts. As stated before, with regards to Hull, Staff is very satisfied with their quality of work and knowledge of the facilities and with regards to Lawrence, this will be an additional on-call contract for roll-up door services to ensure competitive pricing and expedited responses to repair needs. For the reasons stated above, City staff is requesting that the City Council waive competitive bidding requirements in accordance with CCMC Section 3.07.075.E.3.

FISCAL ANALYSIS

Sufficient funding is available in the Public Works-Maintenance Operations Division budget under "Building Maintenance-Other Contractual Services" (10160230.619800).

ATTACHMENTS

None

MOTION

That the City Council:

1. Waive competitive bidding requirements, pursuant to CCMC Section 3.07.075.E.3; and,
2. Approve Five-Year On-Call Agreements with Hull Brothers Roofing Company and Lawrence Roll-up Doors, Inc. for On-Call Roofing Repairs and On-Call Roll-up Door Repairs Respectively at Various City Facilities in an Amount Not-To-Exceed \$30,000 per Fiscal Year per Vendor for the Period July 1, 2017 through June 30, 2022; 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.