



# City of Culver City

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## Staff Report

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**File #:** 16-490, **Version:** 3

**Item #:** C-7.

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**CC-Approval of an Agreement with Knorr Systems, Inc. to Replace Two Filter Tanks at the Culver City Municipal Plunge (Plunge) in the Amount of \$37,013.04.**

**Meeting Date:** January 23, 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 ☒

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (01/18/2017);

**Department Approval:** Charles D. Herbertson, Public Works Director/City Engineer (01/12/2017)

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### **RECOMMENDATION**

Staff recommends the City Council approve an agreement with Knorr Systems, Inc. (Knorr) to replace two filter tanks at the Culver City Municipal Plunge (Plunge) in the amount of \$37,013.04

### **BACKGROUND**

Annually, the Plunge is closed to the public so that the Public Works and Parks, Recreation and Community Services Departments can address maintenance needs at the facility. This year's closure is scheduled for March 20 through April 10. During this closure, staff will address several maintenance needs including replacing two filter tanks, replacing pool lights, replacing lane reels and replacing pool heaters.

The filter tanks keep the pool free of debris and contaminants and are in need of replacement. The strategy has been to replace two filter tanks per year. To date, four of the eight total tanks have been replaced.

### **DISCUSSION**

Culver City Municipal Code (CCMC) Section 3.07.085 provides an exemption from the formal bidding process for supplies and personal and professional services respectively, and only requires the award of the contract be based upon competitive quotations whenever practical. Per CCMC Section 3.07.085.B.5, this project falls under the category of personal services, which includes the repair and maintenance of City-owned personal property.

Staff is recommending the purchase and installation of the two filter tanks through Knorr, which is the same vendor from which the previous four units were purchased. For consistency and maintenance purposes, staff recommends utilizing the same make and model filter tanks. Additionally, Knorr has done prior work for the City, and staff is aware of the quality of their work. The proposal submitted by Knorr represents the best value to the City in terms of supply and labor, and staff recommends the City Council approve this agreement.

As mentioned in this report, staff is anticipating replacing existing pool lights, lane reels and heaters during this year's closure. The procurement of these items does not require City Council approval since it is anticipated they will be under the \$30,000 approval threshold; however staff is seeking competitive quotations for these items and will return to Council prior the maintenance shutdown for approval if necessary. If this agreement for the replacement of the filter tanks is approved, that will leave only two existing filter tanks that will need replacement and staff will return next year seeking approval of purchase and installation for those tanks.

The Parks, Recreation and Community Services Department staff was able to work with the various user groups of the Plunge to determine an ideal time frame to close the Plunge to the public. Though there is going to be an inconvenience in closing the Plunge to the public, the proposed time frame of March 20 through April 10 provides the least impact.

## **FISCAL ANALYSIS**

There are sufficient funds available in City Council Adopted Budget for Fiscal Year 2016/2017 in Capital Improvement Project PZ-132 (Building Repairs) to cover the requested repairs.

## **ATTACHMENTS**

1. Copy of Knorr Systems, Inc. Quote

## **MOTION**

That the City Council:

1. Approve an agreement with Knorr Systems, Inc. to replace two filter tanks at the Municipal Plunge in the amount of \$37,013.04; 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.