



City of Culver City

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Staff Report

File #: 18-094, **Version:** 2

Item #: C-6.

..title

CC - (1) Approval of an Agreement with Mutual Builders for Renovations to the Restrooms and Chief's Office at the Police Facility in the Amount of \$98,730.00; and (2) Authorize \$9,873.00 in Change Order Authority for the Public Works Director/City Engineer.

Meeting Date: August 14, 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 (08/09/17);

Department Approval: Charles D. Herbertson (07/28/17)

RECOMMENDATION

Staff recommends the City Council (1) approve an agreement with Mutual Builders for renovations to the restrooms and Chief's office at the Police Facility in the amount of \$98,730.00; and (2) authorize \$9,873.00 in change order authority for the Public Works Director/City Engineer.

BACKGROUND/DISCUSSION

Staff from the Police and Public Works Departments have collaborated and determined there is a need to renovate the restrooms on the first and second floors of the Police Facility, as well as install a new shower in the Chief's office. The scope of work for the restrooms will include removing/replacing existing partitions, installation of new urinals, installation of new floor tile, installation of new lighting, installation of new p-traps for the floor drains and painting. For the Chief's office, the scope of work will include the installation of new plumbing drains for the sink/toilet, the installation of a new porcelain shower with new drains and copper piping and the installation of a new exhaust fan.

Public Works staff received two quotes for the proposed work:

- Mutual Builders.....\$98,730.00

- Power Source Systems, Inc.....\$129,539.00

A third contractor was contacted to review the scope of work and Staff was told they would provide a quote but to date one was never received.

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 award of an agreement to Mutual Builders as their proposal represents the best value to the City for this project.

FISCAL ANALYSIS

There is sufficient funding available in the following Capital Improvement Project funding sources to cover the cost of this project: PF-014 (PD Flooring), transfer of remaining funding from PF-009 (Server Room Consolidation/Relocation) to PZ-132 (Building Repairs).

ATTACHMENTS

Quote by Mutual Builders

MOTION

That the City Council:

1. Approve an agreement with Mutual Builders for renovations to the restrooms and the Chief's office at the Police Facility in the amount of \$98,730.00; and,
2. Authorize \$9,873.00 in change order authority for the Public Works Director/City Engineer; 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.