



City of Culver City

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Staff Report

File #: 20-74, **Version:** 3

Item #: C-7.

CC - (1) Approval of an Agreement with DFS Flooring in an Amount Not-to-Exceed \$61,914.13 for the Re-carpeting of the Public Works Building; and (2) Authorize \$6,191.00 in Change Order Authority for the Public Works Director/City Engineer.

Meeting Date: August 12, 2019

Contact Person/Dept: Eric Mirzaian/Public Works Department

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 (08/08/19);

Department Approval: Charles D. Herbertson, Public Works Director/City Engineer (07/26/19)

RECOMMENDATION

Staff recommends the City Council (1) approve an agreement with DFS Flooring (DFS) in an amount not-to-exceed \$61,914.13 for the re-carpeting of the Public Works Building; and (2) authorize \$6,191.00 in change order authority for the Public Works Director/City Engineer.

BACKGROUND/DISCUSSION

The existing carpet on the second floor of the Public Works building is the original from when the facility was occupied by Staff sometime in the late 1990s. 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 lasting due to the high foot traffic of the facility.

The facilities assessment study completed in 2006 identified the need for replacement of the carpet at the Public Works building early on in the projected 10-year capital needs plan at the time.

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 if there is damage to the floor. The work will also include replacing the old vinyl composition tiles in certain rooms with new tiles, as well as, new base boards throughout the perimeters of the offices and walkways.

This procurement is exempted from formal bidding procedures per Culver City Municipal Code Section 3.07.055.G, where competitive bid procedures have already been utilized by the City, public agency or joint power agency and the goods or supplies are supplied to the City at the same or better price. Because of the City's participation with the Sourcewell (a government cooperative purchasing program aggregating the purchasing power of over 50,000 member public agencies), this procurement meets this requirement.

DFS has also been utilized in the past to replace the carpet at City Hall and the Registration and Administration offices at the Veteran's Memorial Auditorium. Staff has favorable experiences with DFS and their craftsmanship. For purposes of consistency, it is the intent to utilize the exact or similar tile patterns for this project that were used at City Hall and Veteran's Memorial Auditorium.

FISCAL ANALYSIS

There are sufficient funds available in the City Council adopted budget for Fiscal Year 2019/20 for Capital Improvement Project PZ132 - Building Repairs, to fund this project (42080000.730100.PZ132)

ATTACHMENTS

1. DFS Flooring-Sourcewell Piggybacking Documents
2. DFS Flooring-Quote

MOTION

That the City Council:

1. Approve an agreement with DFS Flooring in an amount not-to-exceed \$61,914.13 for the re-carpeting of the Public Works building; and
2. Authorize \$6,191.00 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.

