City of Culver City

Staff Report

File #: 26-421, **Version:** 1 **Item #:** C-4.

CC - CONSENT ITEM: (1) Rejection of Bid Submitted by Discount Door and Window as Non-Responsive; (2) Award of Construction Contract to Newbuild Construction and Restoration, Inc., as the Lowest Responsive and Responsible Bidder in the Amount of $127,000 to Replace the Windows at the Fire Training Facility; and (3) Authorization to the Public Works Director/City Engineer to Approve Change Orders in an Amount Not-to-Exceed $30,000.

Meeting Date: February 9, 2026

Contact/Dept.: Joe Susca, Public Works

Phone Number: (310) 253-5636

Fiscal Impact: Yes [X] No [ ] **General Fund:** Yes [X] No [ ]

Attachments: Yes [ ] No [X]

Public Notification: E-Mail: (02/05/2026) Meetings and Agendas - City Council; (01/14/2026) Newbuild Construction and Restoration, Inc.; (01/14/2026) Discount Door and Window (01/14/2026)

Department Approval: Yanni Demitri, Public Works Director/City Engineer (01/20/2026)

RECOMMENDATION

Staff recommends the City Council (1) reject a bid submitted by Discount Door and Window as non-responsive; (2) award a construction contract to Newbuild Construction and Restoration, Inc. as the lowest responsive and responsible bidder in the amount of $127,000 for the Fire Training Facility Windows Replacement Project, CIP Project No. PF-013 (Fire Station Renovations); and (3) authorize the Public Works Director/City Engineer to approve up to $30,000 in change orders to cover contingency costs.

BACKGROUND

The construction documents for the existing Fire Training Facility were prepared in 1974 and the building was constructed shortly thereafter. The building is comprised of two stories containing an office, kitchen, restrooms with showers, a storage room, and a classroom. The facility has 12 original metal framed windows and most of the hand-cranks used to open/close them no longer operate. In addition, their weather stripping has eroded, causing wind and stormwater to penetrate through their jambs and sills to the interior. The scope of work includes removing all the existing windows and

replacing them with dual glazed windows. In addition to their exterior sound-deadening properties, another benefit of the double panes will be lower energy use resulting in lower costs to heat and cool the building (collectively, the "Project").

DISCUSSION

On November 20, 2025, Notice Inviting Bids No. 2644 was released to competing firms via PlanetBids to complete the Project. One addendum was issued on December 22, 2025 and the following two responses were received on January 8, 2026:

1. Discount Door and Window: $ 80,400
2. **Newbuild Construction and Restoration: $127,000**

Although it is lower in price, Discount Door and Window's bid was determined to be nonresponsive to the Notice Inviting Bid requirements and was rejected since they did not possess a C-17 license, as required in the addendum.

Staff reviewed the bid documents and determined Newbuild submitted a responsive and responsible bid. Newbuild's bond, contractor's license, and worker's compensation insurance were reviewed and determined to meet City requirements. Last year, Newbuild replaced the Police Station windows, and they performed their work in a timely fashion and in a precise manner. Staff recommends hiring Newbuild to complete the Project.

It will take four months to manufacture the replacement windows and upon their receipt, Newbuild will take one month to install them.

FISCAL ANALYSIS

The Adopted Budget for Fiscal Year 2025-2026 includes sufficient funds in CIP Project No. PF-013 (Fire Station Renovations) to cover up to $157,000 ($127,000 + $30,000 contingency) to replace the windows at the Fire Training Facility. PF-013 can be found in the Capital Improvement Section of the budget book on page 592 under the General Fund Facilities Planning Reserve (Fund 420F).

ATTACHMENTS

None.

MOTIONS

That the City Council:

1. Reject Discount Door and Window's bid as non-responsive; and

2. Award a construction contract to Newbuild Construction and Restoration, Inc. in the amount of

$127,000 for the Fire Training Facility Window Replacement Project as the lowest responsive and responsible bidder; and,

3. Authorize the Public Works Director/City Engineer to approve change orders in an amount not to exceed $30,000; and,

4. Authorize the City Attorney to review/prepare the necessary documents; and,

5. Authorize the City Manager to execute such documents on behalf of the City.