



# Agenda Report

October 30, 2017

**TO:** Honorable Mayor and City Council

**FROM:** Department of Public Works

**SUBJECT: PURCHASE ORDER CONTRACT AWARD TO CHAPMAN COAST ROOF COMPANY, INC. FOR ROOF RESTORATION AT FIRE STATION 32 FOR AN AMOUNT NOT TO EXCEED \$174,054**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section 15301, Existing Facilities, which exempts minor alteration of existing public facilities where no expansion of existing use will take place; and
2. Accept the bid dated October 10, 2017 submitted by Chapman Coast Roof Company, Inc., in response to the specifications for Roof Restoration at Fire Station 32. Reject all other bids, and authorize the City Manager to enter into a purchase order contract for an amount not to exceed \$174,054.

## **BACKGROUND:**

Fire Station 32, built in 1968 is located at 2424 E. Villa Street, Pasadena, CA, 91107. It is one of eight fire stations in Pasadena. This facility which is occupied 24/7, houses three shifts of fire fighters and paramedics who provide emergency response to the community.

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) is charged with maintaining and making needed repairs to City buildings. The existing roof condition at Fire Station 32 is poor with multiple leak sites requiring roof restoration. This project consists of the removal and replacement of the existing membrane roofing system.

Staff from BSFMD prepared specifications for this project and in accordance with Section 4.08.070 of the Pasadena Municipal Code, bids were requested and received.

On September 7, 2017, a Notice Inviting Bids for Roof Restoration at Fire Station 32 was published in the *Pasadena Journal* and posted on the City's website, which generated notices to 1,674 vendors of which 98 were local. Thirty-three vendors downloaded the bid documents of which one was local. A mandatory pre-bid conference was held on September 25, 2017 attended by 15 representatives.

Following advertising, bids were received on October 10, 2017 and are as follows:

Bidder	Amount
1. Chapman Coast Roof Co. Inc., Fullerton	\$173,936*
2. Rite-Way Roof Corporation, Fontana	\$187,707
3. C.I. Services, Inc., Mission Viejo	\$195,540
4. Best Contracting Services, Inc., Gardena	\$222,426
5. Letner Roofing Company, Orange	\$229,921
6. Exbon Development, Inc., Garden Grove	\$263,083
7. Commercial Roofing Systems, Inc., Arcadia	\$321,044
Engineer's Estimate	\$220,000

\* Per the Notice Inviting Bids document, section 3.2 Evaluation of Bid, staff adjusted the contract award total from \$173,936 to \$174,054 to reflect 0.25% increase in sales tax effective October 1, 2017.

Staff recommends that Chapman Coast Roof Co. Inc. (Chapman) be awarded the purchase order contract for this project as they are the lowest responsive and responsible bidder. The proposed purchase order contract with Chapman fully complies with the Competitive Bidding and Living Wage Ordinances. In addition, the proposed purchase order contract fully complies with the Prevailing Wage Law (Senate Bill 7) per Resolution 9406 adopted by the City Council on December 14, 2014.

Records show that the City has not done business with Chapman in the past.

It is anticipated that construction will begin in December 2017 and be completed in January 2018. Start and end dates of project may vary depending on weather conditions. Fire Station 32 will remain fully operational during this project and the proposed roof work will not impact facility operations.

**COUNCIL POLICY CONSIDERATION:**

This project addresses City Council's goals to maintain fiscal responsibility and stability; improve, maintain and enhance public facilities and infrastructure; and ensure public safety.

**ENVIRONMENTAL ANALYSIS:**

This proposed project is exempt from CEQA pursuant to State CEQA Guidelines in accordance with Title 14, Chapter 3, Article 19, Class 1, Section 15301, Existing Facilities, which exempts minor alteration of existing public facilities where no expansion of existing use will take place.

**FISCAL IMPACT:**

The total cost of this purchase order contract is \$174,054. Funding for this project will be addressed by utilization of existing budgeted appropriations in the Building Preventive Maintenance Fund account 30122050-71902-811400.

The following table represents a purchase order contract summary.

Base Bid	\$107,404
Contingency Allowance	\$ 0
<b>Total Fiscal Impact</b>	<b>\$107,404</b>

Respectfully submitted,



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