

Agenda Report

October 1, 2018

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: PURCHASE ORDER CONTRACT AWARD TO DANNY LETNER INCORPORATED DBA: LETNER ROOFING COMPANY FOR GYMNASIUM ROOF RETROFIT AT VICTORY PARK CENTER FOR AN AMOUNT NOT TO EXCEED \$151,767

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. i) Accept the bid dated September 4, 2018 submitted by Danny Letner Incorporated DBA: Letner Roofing Company (Letner Roofing), in response to the specifications for Gymnasium Roof Retrofit at Victory Park Center, ii) reject all other bids, and iii) authorize the City Manager to enter into a purchase order contract for an amount not to exceed \$151,767.

BACKGROUND:

The City of Pasadena Victory Park Center, built in 1975 is a 24.6 acre park located at 2575 Paloma St, Pasadena, CA 91107. This facility has a gymnasium and the surrounding area provides the community with a large children's play area; three softball diamonds with bleachers and lights; one baseball diamond with lights; one multi-purpose lit field suitable for soccer or flag football; sand volleyball court; large parking lot; picnic areas; restrooms; and drinking fountains.

The Department of Public Works, Building Systems and Fleet Management Division is charged with maintaining and making needed repairs to City buildings. The gymnasium roof at Victory Park Center is in poor condition with multiple leak sites requiring a roof retrofit.

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

On August 9, 2018, a Notice Inviting Bids for Gymnasium Roof Retrofit at Victory Park Center was published in the *Pasadena Journal* and posted on the City's website, which generated notices to 2,038 vendors. Thirty-eight vendors downloaded the bid documents. A mandatory pre-bid conference was held on August 16, 2018 attended by 12 roofing companies.

Following advertising, bids were received on September 4, 2018 and are as follows:

Bidder	Amount (\$)
1. Letner Roofing Company, Orange	\$137,970
2. Stone Roofing Company Inc., Azusa	\$145,400
3. Rite-Way Roofing Corporation, Fontana	\$148,035
4. Chapman Coast Roof Company, Inc., Fullerton	\$158,310
5. Best Contracting Services, Inc., Gardena	\$170,875
6. ERC Roofing & Waterproofing, Santa Ana	\$188,570
7. Commercial Roofing Systems, Inc., Arcadia	\$198,805
8. FC& Sons Roofing Inc., Bell Gardens	\$229,707
9. Western States Roofing, Inc., Northridge	\$295,650
Engineer's Estimate	\$140,000

Staff recommends that Letner Roofing be awarded the purchase order contract for this project as they are the lowest responsive and responsible bidder. The proposed purchase order contract with Letner Roofing 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 Letner Roofing in the past.

The following table represents a purchase order contract summary:

Base Bid	\$137,970
Contingency Allowance	\$ 13,797
Total PO Contract "Not to Exceed" Amount	\$151,767

It is anticipated that construction will begin in December 2018 and be completed in January 2019. Start and end dates of project may vary depending on weather conditions. Victory Park Center 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 \$151,767. Funding for this project will be addressed by utilization of existing budgeted appropriations in the Building Preventive Maintenance Fund account 811400-30122050-71902.

Respectfully submitted,



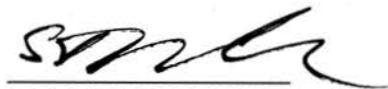
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