

# Agenda Report

August 17, 2020

**TO:** Honorable Mayor and City Council  
**FROM:** Water and Power Department  
**SUBJECT:** **AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH COMMERCIAL ROOFING SYSTEMS, INC. TO PROVIDE LABOR AND MATERIALS FOR RE-ROOFING THE LOCKER ROOM BUILDING AT THE CITY YARDS FOR AN AMOUNT NOT-TO-EXCEED \$171,886.**

## **RECOMMENDATION:**

We recommend that the City Council:

1. Find that the proposed action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15301 (Class 1 Existing Facilities) and 15302 (Class 2 Replacement or Reconstruction), and that there are no features that distinguish this project from others in the exempt classes and, therefore, there are no unusual circumstances; and
2. Accept the bid dated May 28, 2020, submitted by Commercial Roofing Systems, Inc. in response to Specification LD-19-10 to provide labor and materials for the removal and replacement of the existing roofing system of the locker room building for the Water and Power Department ("PWP"); and authorize the City Manager, or his designee, to enter into a Purchase Order Contract with Commercial Roofing Systems, Inc. for an amount not-to-exceed \$171,886, which includes the base contract amount of \$149,466 and a contingency of \$22,420 to provide for any necessary change orders.

## **BACKGROUND:**

The locker room building located at the City Yards is a very old and highly used facility by PWP field crews for the purposes of showering, changing uniforms, restroom usage, storing personal items, etc. In addition, the building houses the Electrical Test Acceptance Lab, which is used to test all personal protective equipment for PWP field crews, the Fire Department, and Public Works. The lab is also used for testing and programming electrical equipment prior to installing it in the field. Over the years, the roof of this building has been patched several times but it continues to leak each time it rains. Although much work needs to be done to the building's interior, PWP will begin the project with replacing the building's roof.

Renovation of the PWP locker room building is part of the Department's Warehouse Modernization Capital Improvement Program for municipal buildings and facilities for fiscal years 2019-2023. This project provides for the renovation of the locker room building, which also includes restrooms and a transformer test lab, located at 311 W. Mountain Street, adjacent to PWP's warehouse at the City Yards. Replacement and repair of several existing components within the facility will begin this fiscal year.

A Notice Inviting Bids was advertised in the Pasadena Journal and on Planet Bids on April 21, 2020. The electronic posting generated 1,858 notices to prospective bidders (102 local) and 41 vendors (2 local) downloaded Specification documents.

PWP held a mandatory pre-bid meeting at the City Yards on May 7, 2020, allowing interested vendors an opportunity to learn more about the project and to ask questions; 12 vendors attended this meeting, none of which were local. Five vendors submitted a bid as required by the specification. No local vendors submitted bids.

**Table 1: All Bidders**

<b>Bidder</b>	<b>Bid Amount</b>
Commercial Roofing, Arcadia, CA	\$149,465.93
Best Contracting, Gardena, CA	\$149,666.00
FC and Sons, Bell Gardens, CA	\$161,092.89
4 Seasons, Montebello, CA	\$179,023.67
ERC Roofing, Santa Ana, CA	\$182,825.00

Commercial Roofing Systems, Inc. submitted the lowest bid and complied with all of the requirements of the Specification. Therefore, staff respectfully recommends that the City Council authorize the City Manager, or his designee, to enter into a Purchase Order Contract with Commercial Roofing Systems, Inc. for \$171,886, which includes a 15% contingency. Commercial Roofing Systems, Inc. has previously been awarded four contracts for roofing services with the City for a total amount of \$159,323.

If the contract is approved by the City Council, this project is expected to be completed by the end of December 2020.

**COUNCIL POLICY CONSIDERATION:**

The proposed Purchase Order Contract is consistent with the City Council's goal to improve, maintain and enhance public facilities and infrastructure, and PWP's strategic initiatives to enhance customer satisfaction and confidence, improve efficiency and business continuity, and maintain PWP's fiscal health and stability.

**ENVIRONMENTAL ANALYSIS:**

The proposed Purchase Order Contract is exempt from CEQA in accordance with State CEQA Guidelines Sections 15301 and 15302. Section 15301 (Existing Facilities) exempts actions such as maintenance, repair, and operation relating to existing facilities or structures where there is negligible or no expansion of the use. Section 15302 (Replacement or Reconstruction) exempts the replacement and/or reconstruction of existing facilities or structures and/or facilities involving negligible or no expansion of capacity. The proposed work will provide needed repairs and/or new construction necessary to maintain existing infrastructure and operational flexibility.

**FISCAL IMPACT:**

The maximum cost of this action will be \$171,886. Funding for this action will be addressed by the utilization of existing appropriations in the Capital Improvement Fund 3175, Warehouse Modernization Project. PWP anticipates spending \$171,886 during the current fiscal year. There is no anticipated impact to other operational programs or capital projects as a result of this action.

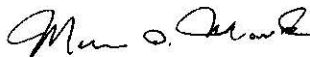
Respectfully submitted,



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Prepared by:



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