



AGENDA REPORT

Meeting Date: July 24, 2012
Item Number: H-13
To: Honorable Mayor & City Council
From: Alan Schneider, Director of Project Administration
Julio Guerrero, Contract Administrative Assistant
Subject: APPROVAL OF THE AWARD OF A CONTRACT TO HM CARPET, INC. FOR CARPET REMOVAL AND INSTALLATION AT THE POLICE DEPARTMENT; AND
APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$57,894.00 TO HM CARPET, INC. FOR THE CONTRACT WORK
APPROPRIATION OF \$57,894.00 FROM THE SEIZED & FORFEITED PROPERTY FUND TO ENHANCE POLICE DEPARTMENT OPERATIONS
Attachments: 1. Form of Contract

RECOMMENDATION

It is recommended that the City Council approve the "Award of a Contract to HM Carpet, Inc. for the "Carpet Removal and Installation at the Police Department", Bid No. 12-38, in the amount of \$52,894.00; approve a construction contingency of \$5,000.00 and delegate the authority to approve change orders to the Director of Public Works & Transportation, as defined in the purchasing ordinance; and approve a purchase order in the amount of \$57,894.00.

Staff also recommends that the City Council move to appropriate \$57,894.00 from the Fund 32 fund balance (Federal/Justice Program #3202105E126) to fund purchases for the Police Department as follows:

PROGRAM	ITEM	ACCOUNT	TOTAL
3202105E126 (FED/JUSTICE)	Carpet	74020 - Office Furnishings	\$57,894.00

INTRODUCTION

The existing carpeting within the Police Department was installed as part of the original construction of the facility in 1989. The carpeting material has reached the end of its useful life and therefore needs to be replaced. The proposed contract will provide the Police Department with a new long-term carpeting solution that will provide improved performance for heavy traffic areas within the facility.

DISCUSSION

The following scope of work was developed to remove the existing carpet and install new carpet and related materials in selected areas of the Police Department:

- Detectives/ Crime Lab Carpet Tile: manufacturer J & J Industries, Gorilla Glue color.
- Administration Office/ Chiefs Office Carpet Tile: Manufacturer, Mohawk; Coordination Style; Color 8898 Mix
- Furnish and install 4" rubber cove
- Furnish and install 6" rubber cove base in the Crime Lab only
- Furnish and install VCT in 2 break rooms

The project bid documents were distributed to five firms that bid the project. All five firms attended the mandatory job walk and took measurements of the various areas within the Police Department where carpet will be removed and replaced with the specified materials.

On June 14, 2012, four bids were received. The bid results were as follows:

Bidder	Total Base Bid
HM Carpet	\$52,894.00
Floor Covering Unlimited	\$54,605.00
Commercial West Contractors	\$62,850.00
One Source- Premiere Interiors	\$70,120.40
Truwest Carpet	No Bid

The low bidder, HM Carpet, Inc., submitted a fully responsive bid, and as reported by the State Contractors Licensing Board, their license is current and in good standing. Review of the firm's references indicates that the firm has successfully executed similar work.

Staff recommends that the base bid be accepted as the contract work. The total contract amount is \$52,894.00. In addition, a contingency of \$5,000.00 (approximately 10% of the contract amount) is recommended for change due to unforeseen conditions to complete the work.

The bid documents specify a 30 calendar day completion period for the work, resulting in completion of the project in late August 2012.

FISCAL IMPACT

The costs associated with these purchases total \$52,894. Funding for this contract work is available through the Seized and Forfeited Property Fund. The Seized and Forfeited Property funds are restricted funds that have been received as a result of federal asset seizures and may only be used to enhance the operations of the Police Department.



Scott G. Miller
Finance Approval



David D. Gustavson
Approved By



David L. Snowden
Approved By

Attachment 1

APPENDIX A
FORM OF CONTRACT

This contract ("Contract") is entered into by and between the City of Beverly Hills ("City"), a California municipal corporation, and HM CARPET, INC. a CORPORATION, whose address is 146 East Alondra Boulevard Gardena, CA 90248.

In consideration of the agreements herein contained, the parties agree as follows:

1. **WORK TO BE PERFORMED.** Contractor shall furnish at Contractor's own expense all labor, materials, supplies, equipment, tools, transportation and other items of expense necessary to complete in a workmanlike manner all Work in accordance with the terms and conditions of the Contract, except for the labor, materials, supplies, equipment, tools, transportation and other items of expense as may be required to be furnished by the City. The Work is defined in detail in the Contract Documents, which govern the interpretation and performance of this Contract, but may be generally described as follows:

CARPET REMOVAL AND INSTALLATION AT THE POLICE DEPARTMENT

Item Description: Removal of existing carpet and installation of new carpet in selected areas of the Police Department, located at 464 N. Rexford Drive, Beverly Hills, California 90210.

2. **CONTRACT DOCUMENTS.** This contract consists of this Form of Contract and the following Contract Documents, including all exhibits, appendices, addenda, drawings, specifications and documents therein and attachments thereto, all of which are by this reference incorporated herein and made a part of this Contract:

SECTION 1: NOTICE INVITING BIDS
SECTION 2: INSTRUCTIONS TO BIDDERS
SECTION 3: SPECIAL CITY REQUIREMENTS
SECTION 4: GENERAL SPECIFICATIONS
SECTION 7: ADDITIONAL FORMS
APPENDIX B: SCOPE OF WORK
APPENDIX C: PAYMENT PROCEDURES
APPENDIX D: BID FORM
APPENDIX E: TECHNICAL SPECIFICATIONS

as contained in City's Bid Document for Bid No. 12-38, dated May 31, 2012 and

SECTION 5: BIDDER'S BID
SECTION 6: SIGNATURE PAGE AND LEGAL STATUS

of Contractor's Bid in response thereto, all of which are incorporated herein by reference, and all of which shall comprise the Contract Documents for this Contract. If any item of the Scope of Work, Payment Schedule, or any other item of the Bid Package is modified by either of the parties or arrived at by negotiation between the parties, that item as finally agreed upon by the parties shall also become a Contract Document, it shall supersede the corresponding item of the Bid Package, if any, and it shall be subject to all terms and conditions of the Contract.

3. **PERFORMANCE PERIOD.** Contractor shall commence Work after execution of the Contract, and shall complete all Work in 30 calendar days from the date of Notice To Proceed as set forth in the Contract Documents.

4. PAYMENT. City shall pay Contractor as full consideration for the satisfactory performance by Contractor of all Work required under this Contract the sum of Fifty Two Thousand Eight Hundred Ninety Four Dollars (\$ 52,894.00), payable as provided in the Contract Documents.

5. The City Manager or his designee shall administer the terms of the Agreement on behalf of the City.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed as of the date stated below.

DATED: _____

CITY OF BEVERLY HILLS
"City"

WILLIAM W. BRIEN, M.D.
Mayor

ATTEST:

BYRON POPE
City Clerk

APPROVED TO FORM:

LAURENCE S. WIENER
City Attorney

DATED: _____

"Contractor"

By: _____
CAMILO MONTEALEGRE
President

By: _____
OSCAR MONTEALEGRE
Chief Financial Officer

APPROVED AS TO CONTENT:

JEFFREY KOLIN
City Manager

DAVID D. GUSTAVSON
Director of Public Works & Transportation

ALAN SCHNEIDER
Director of Project Administration

KARL KIRKMAN
Risk Manager
