



AGENDA REPORT

Meeting Date: October 6, 2009
Item Number: F-16
To: Honorable Mayor & City Council
From: Alan Schneider, Director of Project Administration
Subject: APPROVAL OF THE AWARD OF A CONTRACT TO WEST COAST DOOR, INC. FOR REPLACEMENT OF ROLL UP DOORS AT POLICE FACILITY AND APPROVING PLANS AND SPECIFICATIONS THEREFOR; AND
APPROVAL OF A PURCHASE ORDER IN THE AMOUNT OF \$70,000 TO WEST COAST DOOR, INC. FOR THE CONTRACT WORK
Attachments: 1. Agreement
2. Categorical Exemption

RECOMMENDATION

Staff recommends that the City Council move to approve the award of a contract to the lowest responsible bidder, West Coast Door, Inc., for Replacement of Roll Up Doors at Police Facility (Project) in the amount of \$64,000; approve the construction contingency of \$6,000; approve the plans and specifications for the Project, dated August 21, 2009, which are adopted and approved with respect to design criteria; and approve a purchase order in the amount of \$70,000.

INTRODUCTION

The Police Facility parking garage is secured by two roll up doors at the Rexford Drive main entry. The proposed contract is to replace the existing roll up doors, which have reached the end of its life cycle.

DISCUSSION

The Police Facility was constructed in 1989 and included metal roll up doors to secure the entry to the below grade parking garage, which is the primary access to the Police Department's storage of vehicles. In the late 1990s, the original roll up doors were replaced with doors specified for high cycles and high speed to meet the requirements of the department. After almost ten years, the existing doors need to be replaced due to age and to avoid a failure of the equipment, which would cause significant impact to access the fleet of Police vehicles.

Bid documents were prepared for the Project that specified a one million cycle rated drive system and a high speed system that operates up to 2-feet per second opening speed.

Three firms were issued bid documents for this project, and on September 15, 2009, two bids were received. The bids results are as follows:

<u>Bidder</u>	<u>Base Bid</u>
West Coast Door, Inc.	\$64,000
South Coast Door	\$68,000

The low bidder, West Coast Door, Inc., submitted a 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.

The project cost based on the manufacturer's estimate was \$75,000.

The total contract amount is \$64,000. In addition, a contingency of \$6,000 is recommended for changes due to unforeseen conditions to complete the work.

The bid documents specify a 75 calendar day completion period for the work, resulting in completion of the project in December 2009.

The Department of Community Development has reviewed the project for environmental impact and concluded that the project qualifies for a categorical exemption under the procedures adopted by the City of Beverly Hills, and no further environmental assessment is necessary.

FISCAL IMPACT

Funding for this contract work in the amount of \$70,000 has been budgeted from the 09-10 Capital Improvement Program (CIP) budget for Police Facility Maintenance, project #0610.



Scott G. Miller

Finance Approval



David D. Gustavson

Approved By

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 West Coast Door, Inc., a Corporation, whose address is 9086 Rosecrans Avenue, Bellflower, CA 90706.

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:

REPLACEMENT OF ROLL UP DOORS AT POLICE FACILITY

Item Description: Removal and installation of new roll up doors to the parking garage at the Beverly Hills Police Facility, 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. 10-05, dated August 21, 2009 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 75 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 Sixty-four Thousand Dollars (\$64,000.00), 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: _____

DATED: _____

CITY OF BEVERLY HILLS
"City"

WEST COAST DOOR, INC.
"Contractor"

NANCY KRASNE
Mayor

By: _____

ATTEST:

By: _____

BYRON POPE
City Clerk

APPROVED TO FORM:

APPROVED AS TO CONTENT:

LAURENCE S. WIENER
City Attorney

RODERICK J. WOOD, ICMA-CM
City Manager

DAVID D. GUSTAVSON
Director of Public Works & Transportation

ALAN SCHNEIDER
Director of Project Administration

KARL KIRKMAN
Risk Manager



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CITY OF BEVERLY HILLS

Categorical Exemption

NAME OF PROJECT Replacement of Roll Up Doors at Police Facility

LOCATION 464 N. Rexford Drive, Beverly Hills, California

TYPE OF BUSINESS (IF COMMERCIAL) City Police Facility

PROJECT DESCRIPTION Replacement of two roll up entry doors to the below grade parking garage at the Rexford Drive entrance to the Police Facility garage

APPLICANT'S NAME City of Beverly Hills PHONE 310-285-1188

APPLICANT'S ADDRESS Project Administration, 345 Foothill Road

CITY Beverly Hills, CA ZIP 90210

IF DIFFERENT, PROVIDE:

AGENT'S NAME _____ PHONE _____

AGENT'S ADDRESS _____

CITY _____ ZIP _____

The undersigned, having received this project for processing, has reviewed it for environmental impact and concluded that the project qualifies for a categorical exemption under the procedures adopted by the City of Beverly Hills and no further environmental assessment is necessary.

Applicable Exemption Class 15301 (a)

COMMENTS Interior/Exterior change - replace roll-up doors - existing tabling

REVIEWED BY [Signature] Date 9/22/09

FEE \$ _____ (See current Planning Department Fee Schedule)