



Agenda Date: 2/6/2007
Agenda Placement: 6M

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Ginny Leija, ENGINEERING AIDE , 259-6718
SUBJECT: Hall of Justice Re-Carpet Project - Authorization to Award Contract

RECOMMENDATION

Director of Public Works requests the following:

1. Approval of Budget Transfer No. 45 appropriating \$42,000 in the Capital Improvement budget with an offsetting reduction in appropriations in the Corrections Department budget for funding the Hall of Justice Re-Carpet Project PW 07-10; (4/5 vote required) and
2. Award of the contract for the "Hall of Justice Re-Carpet Project," PW 07-10, to Contract Furnishings of Rocklin, California, for their low base bid of \$31,170 and authorization for the Chair to sign the construction contract.

EXECUTIVE SUMMARY

Carpeting in the Napa County Hall of Justice has exceeded its useful life. The carpet is showing wear and tear and needs to be replaced for safety and aesthetic reasons. Bids have been solicited and opened. Staff is requesting the Board award the construction contract to the successful low bidder and authorize the Chair to execute the contract.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Approval of Budget Transfer No. 45 will appropriate \$42,000 in the Capital Improvement Budget in off setting revenues from unspent appropriations in the Corrections Department Budget 24500.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: The carpet in various areas of the Hall of Justice is showing wear and tear and needs to be replaced.

Is the general fund affected? Yes

Future fiscal impact: None

Consequences if not approved: Existing carpet will continue to deteriorate.

Additional Information: None

ENVIRONMENTAL IMPACT

Categorical Exemption Class 1: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act.

BACKGROUND AND DISCUSSION

The Sheriff's Department vacated the first floor of the Hall of Justice (HOJ) in March 2005. Other than temporarily housing employees displaced due to the 2005 New Year's Eve flood, the area has remained vacant while the Criminal Justice Committee continues to evaluate the Adult Correctional System and develop recommendations for a twenty (20) year master plan.

Staff has requested to relocate nineteen (19) Correctional employees into space previously occupied by the Sheriff. By moving into this space, Corrections staff will be able to consolidate resources, functions, and operate in a more effective and efficient manner. Currently, management, administrative, supervisory and support staff of the Department of Corrections are scattered throughout the old and new Corrections facility making effective communication and management of the Department very difficult. This relocation will provide for a single front counter in the lobby of the HOJ rather than the two which currently exist. Additionally, it will reduce unnecessary phone and foot traffic and distractions to the Correctional Officers on the third floor of the facility.

However, the carpeting in this area of the HOJ has more than exceeded its useful life and is showing wear and tear, and needs to be replaced for safety and aesthetic reasons. Public Works staff has indicated that steam cleaning is likely to loosen the glue used to attach the carpet to the floor, further contributing to safety concerns.

On January 9, 2007 the Board of Supervisors authorized Public Works to advertise for bids, and set a date for opening of sealed bids for the "Napa County Hall of Justice Re-Carpet, PW 07-10. On January 25, 2007 bids were opened with the following results:

<u>Bidder</u>	<u>Bid Amount</u>
Contract Furnishings	\$31,170
Performance Floor Covering	\$31,400
JJP Flooring	\$32,984

Total project costs, which include departmental administration and engineering expenses, are expected to be \$42,000.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey