



Agenda Date: 2/7/2006
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Michael Stoltz for Robert Peterson - Director
Public Works
REPORT BY: Gladys Coil, Staff Services Analyst II, 259-8603
SUBJECT: Specialized Service Agreement with Holmes Van & Storage, Inc.

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Holmes Van & Storage, Inc., for a maximum of \$45,000 for the term January 13, 2006 through June 30, 2006 for moving and storage services for the County owned facility located at 650 Imperial Way in Napa due to flood damages experienced in the 05/06 New Year's Eve Flood.

EXECUTIVE SUMMARY

Approval of this agreement codifies the moving and storage services needed to relocate the Health and Human Services staff to temporary interim offices at 1125 Third Street in the Hall of Justice building while flood damage construction repairs are made to the first floor of 650 Imperial Way, which was severely impacted by the New Year's weekend winter storm.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Emergency Services. Insurance coverage as well as OES and FEMA flood assistance will be sought to provide revenue for the relocation of staff due to the flood damage.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes
Future fiscal impact:	None

Consequences if not approved: Not applicable

Additional Information: None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The County owned building at 650 Imperial Way sustained flood water damages to the entire first floor due to the 05/06 New Year's Eve Flood. County staff began cleanup activities as soon as it was determined safe. The parking lot was washed clear of mud, silt and debris. The carpets were shampooed and sanitized. Fans were placed in various portions of the building to assist the heating and ventilating system in drying out the carpets and sheetrock. The elevator was pumped of flood water and silt.

On January 2, 2006, staff began to assess the damages. Due to the unpleasant work conditions, many Health and Human Services staff located at 650 Imperial Way were moved temporarily to other Health and Human Services office locations. The two tenants on the first floor were also requested to vacate in order to begin a thorough clean up.

On January 5, 2006 carpets were removed in the tenant space and the Health and Human Services reception and administrative areas, due to the odor and length of time the carpets were wet. It was eventually determined that the entire first floor should be vacated to provide comprehensive cleanup and construction work.

The County's Hall of Justice building located at 1125 Third Street is being utilized to serve as a temporary interim office space for Health and Human Services. Arrangements were made with Holmes Van & Storage to move office furnishings. This move began on January 13, 2006. Holmes Van & Storage will store excess furnishings that cannot be accommodated in the temporary office locations, until the move back to 650 Imperial Way. Upon completion of the cleanup and construction work Holmes Van & Storage will move staff back to this location. It is presently anticipated that the construction project will take approximately twelve weeks. Approval of this agreement will ratify the previous action taken and authorize Holmes Van & Storage to fulfil the move back to 650 Imperial Way provision of this agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey