



Agenda Date: 4/18/2006
Agenda Placement: 6G

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: Agreement with Carpet One to Re-Carpet leased space at 1546 First St

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with Carpet One Design Center for a maximum of \$12,239 for the term April 18, 2006 through June 30, 2006 for re-carpeting of leased space at 1546 First Street in Napa.

EXECUTIVE SUMMARY

Child Support Services (CSS) has leased space at 1546 First Street to provide office space for staff since May 22, 2001. This lease agreement expires June 30, 2006. Due to State budget reductions, CSS will not be renewing this lease agreement and staff will be transferred to the County-owned Carithers building. Moving out of the 1546 First Street facility requires removal of an attached filing system which necessitates the replacement of carpeting. Three competitive bids were obtained, and Carpet One provided the lowest bid at \$12,239.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Unexpended Appropriations in the Child Support Services budget.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	No
Future fiscal impact:	None
Consequences if not approved:	The county will be in violation of the lease agreement.
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

Child Support Services (CSS) has leased space at 1546 First Street to provide office accommodations for staff since May 22, 2001. The lease agreement expires June 30, 2006. Due to State budget reductions, CSS will not be renewing this lease. Staff will be transferred to the present space used by CSS at the Carithers building.

Moving out of this space requires removal of a mobile filing system attached to the floor. The owner of the building was approached to ascertain whether he wanted the filing system to remain in the leased space. The owner advised he did not want the filing system to remain in the space. As a condition of the lease agreement, the space must be returned to substantially the same condition as upon initial leasing. Disposal of the system has proven difficult and because of that, all future purchases of this type of system will require advance review and approval by the County Executive Office and Public Works.

With the removal of the filing system, portions of the floor will be exposed and will need re-carpeting. In obtaining bids for the carpet replacement it was found that the existing carpet was discontinued requiring re-carpeting of entire space. Three bids were obtained and Carpet One provided the lowest bid at \$12,239. Approval of this item fulfil the requirements of the lease.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey