



Agenda Date: 4/3/2007
Agenda Placement: 6D

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: Child Support Services Re-Carpet Project - Authorization to Award Contract

RECOMMENDATION

Director of Public Works requests the following:

1. Approval of Budget Transfer No. 52 appropriating \$58,000 in the Capital Improvement budget with offsetting revenues from the Child Support budget for funding the "Child Support Services Re-Carpet Project" PW 07-13; (4/5 vote required) and
2. Award of the contract for the "Child Support Services Re-Carpet Project," PW 07-13, to Performance Floor Covering of Cotati, California, for their low base bid of \$42,715 and authorization for the Chair to sign the construction contract.

EXECUTIVE SUMMARY

Carpeting in the Napa County Child Support Services (CSS) Department 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. 52 will appropriate \$58,000 in the Capital Improvement Budget with off setting revenues from unspent appropriations in the Child Support Services Department Budget. Total project costs also include departmental administration and engineering expenses.

Is it Mandatory or Discretionary? Discretionary

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

Is the general fund affected? No

Future fiscal impact: None

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

Additional Information:

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 carpeting in the area of the Child Support Services has more than exceeded its useful life and is showing wear and tear, and needs to be replaced for safety and aesthetic reasons. Steam cleaning, instead of replacement, is likely to loosen the glue used to attach the carpet to the floor, further contributing to safety concerns.

On February 6, 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 Child Support Services Re-Carpet, PW 07-13. On March 15, 2007 bids were opened with Performance Floor Covering from Cotati, California being the sole bidder on the contract with a total base bid of \$42,715. This amount is found to be a fair and reasonable bid in comparison of two other recent county re-carpet projects that are presently in construction.

<u>Bidder</u>	<u>Bid Amount</u>
Performance Floor Covering	\$42,715

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey