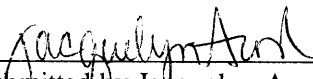


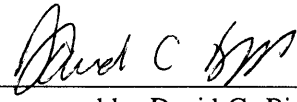


# City of Carson Report to Mayor and City Council

November 1, 2011  
New Business Consent

**SUBJECT: CONSIDER THE AWARD OF A CONSTRUCTION CONTRACT FOR ROOF REPLACEMENT AT THE VERNON HEMINGWAY PARK MAIN OFFICE BUILDING**

  
Submitted by Jacquelyn Acosta  
Administrative Services General Manager

  
Approved by David C. Biggs  
City Manager

## **I. SUMMARY**

The Acting Purchasing Manager has received a proposal for roof replacement at the Vernon Hemingway Park main office building. The roof is now considered both a health and safety hazard and requires an expedited process to replace the roof. Since the cost to replace the roof exceeds the amount that the City Manager may approve, the City Council is being asked to approve the award of a construction contract.

This project is subject to the requirement of the city's master Project Labor Agreement (PLA). The recommended contractor and all subcontractors have an obligation to comply with all of the terms of the PLA.

## **II. RECOMMENDATION**

TAKE the following actions:

1. WAIVE the formal bid process procedures as defined by the Carson Municipal Code, Section 2604 (b), due to the urgent need to replace the roof.
2. AWARD a construction contract for roof replacement at the Vernon Hemingway Park main office building to Letner Roofing Company in the amount of \$140,000.00.
3. AUTHORIZE the expenditure of a construction contingency, if necessary, in an amount not-to-exceed \$14,000.00 or 10% of the contract amount.

## **III. ALTERNATIVES**

TAKE any other action the City Council deems appropriate.

## **IV. BACKGROUND**

The Vernon Hemingway Park main office building is approximately 4,000 sq. ft., and is located at 700 E. Gardena Boulevard, in Carson, California. The building was constructed between 1983 and 1985, making the roof approximately 26 to 28 years old. The roof has been patched and repaired on several occasions

since then. Now, due to wear and tear caused by the outside elements, the roof is in a dilapidated state of decay and disrepair with multiple leaks. Various park office equipment, furniture, and supplies had to be discarded because of the water damage from the latest rain fall. The city’s Senior Risk Management Analyst recommended that Parks and Recreation staff be moved to a temporary trailer on the park grounds until the roof is replaced. A Request for Proposal was prepared and the process modified to expedite the roof demolition and replacement process. The city of Carson Municipal Code, Section 2604 (b) (Exhibit No. 1) authorizes dispensing of proposals for services when an emergency exists and/or the time constraints will not permit the standard RFP process. In this case, to expedite the construction, avoid the rainy season, eliminate further structural damage and the potential safety hazard to city staff and Carson residents, staff is requesting Council to waive the requirements of Carson Municipal Code, Section 2604 (b). The Purchasing staff coordinated a mandatory job walk on Monday, October 17, 2011, and invited six roofing contractors (Exhibit No. 2) to meet at the park facility for a pre-proposal job walk to review the physical condition of the existing roof. The six roofing contractors invited to the pre-proposal job walk were:

<u>COMPANY</u>	<u>CITY</u>	<u>TOTAL BID</u>
Letner Roofing	Orange	\$140,000.00
Eberhard	Van Nuys	No Bid
ARVCO Construction	Carson	Declined
Western States Roofing Systems, Inc.	Northridge	No Bid
Best Contracting Services, Inc.	Gardena	No Bid
AceTek Roofing Company	Gardena	Declined

Of the six contractors invited to the mandatory pre-proposal job walk, only one attended. Landscape and Building Maintenance staff, Purchasing staff, and Parks and Recreation staff were present at the job walk. The Landscape and Building Maintenance Supervisor led the job walk and answered questions associated with the scope of work to be done. Letner Roofing Company then submitted a proposal which is considered responsive and in accordance with the specifications set forth in the city’s Request for Proposal No. P11-04. Letner Roofing is a reputable roofing company and is a member of the Construction Labor Union of Southern California, and therefore, is automatically in compliance with the PLA regulations. Letner Roofing has provided quality work for the city of Carson in the past, and is willing to expedite the construction process and complete the job within 30 days of the city’s notice to proceed.

A copy of the city's Request for Proposal No. P11-04 is available in the office of the Acting Purchasing Manager, and an informational copy has been previously provided to the Mayor and City Councilmembers.

**V. FISCAL IMPACT**

Funds are available for the roof replacement at Vernon Hemingway Park in account no. 30-70-710-996-8004/0133101, Combined Project Area, Capital Improvement Projects, 2006 Tax Exempt Bonds.

**VI. EXHIBITS**

1. Carson Municipal Code, Section 2604 (b). (pg. 4)
2. Vendors list. (pg. 5)

Prepared by: Ruth Rodriguez, A/Purchasing Manager

RR:td

sf:Rev061902

Reviewed by:

City Clerk	City Treasurer
Administrative Services	Development Services
Economic Development Services	Public Services

<b>Action taken by City Council</b>	
Date _____	Action _____

Chapter 6 PURCHASING SYSTEM

**2604 Bidding.**

Unless CMC 2607 is applicable, the purchase of supplies and equipment shall be by open market procedures pursuant to CMC 2608. Bidding or proposals for services may be dispensed with only:

- (a) When the City Manager finds, with the concurrence of the City Council, that such supplies or equipment are unique because of their quality, durability, availability, or fitness for a particular use and are available only from one (1) source, or, if available from more than one (1) source, can be purchased from the manufacturer for a lower price; or
- (b) When an emergency, as determined by the City Manager, requires that the purchase be completed within a period of time which will not permit normal bidding or quotation procedures; or
- (c) When the amount of the purchase is less than \$1,000; or
- (d) The City Council finds that due to the nature of the supplies or equipment, bidding is not likely to result in the lowest price. (Ord. 42, § 1; Ord. 80-507, § 1; Ord. 87-775, § 1; Ord. 88-829, § 1; Ord. 98-1134, § 1)

**REQUEST FOR PROPOSAL NO. P11-04  
ROOF REPLACEMENT FOR THE CITY OF CARSON  
VERNON HEMINGWAY PARK MAIN BUILDING  
VENDORS LIST**

**ACETEK ROOFING CO.**

**ATTN: TIM PARK  
1502 W. 132<sup>ND</sup> STREET  
GARDENA, CA 90249  
(310) 515-6611 OFFICE**

**\*(VENDOR DECLINED JOB WALK 10/17/11)**

**ARVCO CONSTRUCTION**

**ATTN: ALBERT WHITE  
21333 S. ARCHIBALD AVENUE  
CARSON, CA 90745  
(310) 782-6163 OFFICE**

**BEST CONTRACTING**

**ATTN: MATT ADABZADEH  
19027 S. HAMILTON AVENUE  
GARDENA, CA 90248  
(310) 380-6060 OFFICE  
(310) 328-9176 FAX**

**EBERHARD**

**ATTN: JOHN McCLAIN  
15228 RAYMER STREET  
VAN NUYS, CA 91405  
(818) 782-4604 OFFICE  
(818) 782-5099 FAX**

**LETNER ROOFING CO.**

**ATTN: STUART  
1390 N. GLASSELL  
ORANGE, CA 92867  
(714) 633-0030 OFFICE  
(714) 633-0280 FAX**

**WESTERN STATES ROOFING**

**ATTN: FLIX LESMA / PRESTON REEVES  
18605 PARTHENIA STREET  
NORTHRIDGE, CA 91324  
(818) 773-9471 OFFICE**

