

**MEMORANDUM
DEPARTMENT OF FACILITY SERVICES
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **OCTOBER 20, 2009**

From: **JAMES DURFEE / JOEL SWIFT** 

Subject: **HHS 113-115 IMPROVEMENTS - CARPET PROJECT, PROJECT NO. 4836**

ACTION REQUESTED / RECOMMENDATION: It is recommended that your Board take the following actions associated with the Health and Human Services 113 -115 Improvements - Carpet Project, Project No. 4836, located in the Placer County Government Center in north Auburn:

1. Approve Plans and Specifications and authorize staff to solicit bids; and
2. Approve a Resolution authorizing the Director of Facility Services to award and execute a contract in an amount not-to-exceed \$80,000, upon review and approval by County Counsel and Risk Management, and delegating authority to approve any necessary change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code.

BACKGROUND: On June 23, 2009, your Board approved a Lease Agreement that will move 35 Human Services staff from the Placer County Government Center (PCGC) to 1000 Sunset Boulevard, to improve the delivery of HHS programs in the South Placer area. This allowed for the remaining staff, located in Buildings 15 through 17, to be relocated into Buildings 113 through 115 at the PCGC. This relocation will be accomplished, at a significant cost savings, through minor remodeling of the buildings recently vacated by the Trial Courts. A portion of the project scope is to provide and install carpet, sheet vinyl and base. Staff has developed complete bid documents for this project in preparation for bidding and construction. The estimate of probable cost is \$80,000, including contingencies.

In order to proceed with the HHS 113 -115 Improvements - Carpet Project, Project No. 4836, it is requested that your Board approve plans and specifications and authorize staff to solicit bids and authorize the Director of Facility Services to award the bid and execute the resulting construction contract.

ENVIRONMENTAL CLEARANCE: This project is exempt from the California Environmental Quality Act pursuant to Section 15301 – that provides for operation, repair, maintenance, or minor alteration of existing structures or facilities not expanding existing uses.

FISCAL IMPACT: The total project cost for the HHS 113 -115 Improvements, Project No. 4836, is estimated to be \$750,000, including \$80,000 for the installation of carpet and base. There is sufficient funding appropriated in the Capital Projects Fund project account for this project.

AVAILABLE FOR REVIEW AT THE DEPARTMENT OF FACILITY SERVICES: PLANS AND SPECIFICATIONS

ATTACHMENTS: RESOLUTION

JD:JS:RU:DH:SR

CC: COUNTY EXECUTIVE OFFICE
PROCUREMENT SERVICES
HEALTH AND HUMAN SERVICES
P&S.DOC

T:\FAC\BSMEMO2009\4836HHS RELOCATION CARPET

Before the Board of Supervisors County of Placer, State of California

In the matter of: A RESOLUTION APPROVING
PLANS AND SPECIFICATIONS; AUTHORIZING
THE DEPARTMENT OF FACILITY SERVICES
TO SOLICIT BIDS FOR THE HHS 113-115
CARPET PROJECT, PROJECT NO. 4836;
AND DELEGATING AUTHORITY TO THE
DIRECTOR OF FACILITY SERVICES TO TAKE
VARIOUS ACTIONS ASSOCIATED WITH SAID PROJECT.

Resolution _____

The following RESOLUTION was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held October 20, 2009, by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

F.C. 'Rocky' Rockholm, Chairman
Placer County Board of Supervisors

Attest:

Clerk of said Board

BE IT HEREBY RESOLVED by the Board of Supervisors of the County of Placer, State of California, that this Board approves the project plans and specifications and authorizes the Facility Services Department to solicit bids for the HHS 113-115 Improvements - Carpet Project, Project No. 4836; and

BE IT FURTHER RESOLVED, by the Board to authorize the Director of Facility Services to award and execute a contract in an amount not-to-exceed \$80,000 upon review and approval of County Counsel, and grants the authority to execute required change orders consistent with the County Purchasing Manual and Section 20142 of the Public Contract Code.