



Agenda Report

Fullerton City Council

MEETING DATE: MARCH 3, 2020

TO: CITY COUNCIL / SUCCESSOR AGENCY

SUBMITTED BY: KENNETH A. DOMER, CITY MANAGER

PREPARED BY: MEG McWADE, PUBLIC WORKS DIRECTOR
WILLIAM ROSEBERRY, SEWER SUPERINTENDENT

SUBJECT: FIRE STATIONS 2, 3 AND 4 FLOORING REPLACEMENT

SUMMARY

Approve a budget transfer and authorize issuance of a purchase order from Milliken Services, LLC for the replacement of flooring at Fire Stations 2, 3 and 4.

RECOMMENDATION

1. Approve Scope of Work and proposal for the replacement and installation of flooring materials at Fire Stations 2, 3 and 4.
2. Approve a budget transfer of \$10,000 from the Facility Capital Repair Fund balance to Capital Improvement Project Number 50013.
3. Authorize the City Manager to execute an agreement with Milliken Services, LLC in the amount of \$52,797.62 and authorize the Public Works Director to approve necessary change orders should unforeseen conditions occur during the project.

PRIORITY POLICY STATEMENT

This item matches the following Priority Policy Statement:

- Infrastructure and City Assets.

FISCAL IMPACT

An increase in funding for this project is needed from the Facility Capital Repair Fund balance. Staff is recommending a budget transfer in the amount of \$10,000 to the Fire Stations 2, 3 and 4 Flooring Project No. 50013. A Budget Data Sheet/Summary of Bids is attached for City Council's reference (Attachment 1).

DISCUSSION

After an inspection of the existing flooring materials and condition, Staff determined the old materials should be replaced in the living quarters, gym areas and the common spaces of Fullerton Fire Stations 2, 3, and 4. Fire Management and Facilities staff developed a new standard for all of the fire stations which will result in more sanitary conditions and provide for easier repairs in the future, if needed.

To streamline the purchasing process, the City utilizes cooperative purchasing. This is authorized by Fullerton Municipal Code Section 2.64 and related City of Fullerton Policy and Procedures Manual – Procurement of Goods and Services – Policy 4.1.2 Section IV.D, which allows an exemption to the Open Market process when participating in an established governmental “Cooperative Purchasing Agreement.” Cooperative purchasing is “Procurement conducted by, or on behalf of, one or more Public Procurement Units” as defined by the American Bar Association Model Procurement Code for State and Local Governments. Sourcewell is a cooperative purchasing State agency that has competitively solicited bids for various products and services establishing predetermined pricing for other governmental agencies.

Through Sourcewell, Staff received a bid for this flooring project from Milliken Services, LLC in the amount of \$52,797.62 (Attachment 2). Prevailing wage labor will be applied. The proposal has been reviewed by Staff and is considered acceptable.

The project is expected to begin in March of 2020 and will be completed over a three-week period once materials are obtained.

Attachments:

- Attachment 1 – Budget Data Sheet / Summary of Bids
- Attachment 2 – Milliken Services, LLC Customer Proposal