



---

# CITY OF POMONA

## COUNCIL REPORT

---

July 15, 2019

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted By: Rene Guerrero, Interim Public Works Director

**SUBJECT: AMENDMENT OF THE FY 2019-20 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET BY APPROPRIATING \$90,000 OF BUILDING AND EQUIPMENT REPLACEMENT FUNDS TO THE CITY HALL FIRST FLOOR REMODEL PROJECT AND AWARD OF CONTRACT TO HORIZONS CONSTRUCTION CO. INT'L, INC. IN THE AMOUNT NOT-TO-EXCEED \$82,516 FOR THE REMOVAL OF THE EXISTING SENSITIVE BUILDING MATERIAL AND THE TEMPORARY REMOVAL OF FURNITURE.**

---

**RECOMMENDATION:** It is recommended that the City Council take the following actions:

1) Adopt the following Resolution (Attachment No. 1):

**RESOLUTION NO. 2019-50 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POMONA, CALIFORNIA, AMENDING THE FY 2019-20 CAPITAL IMPROVEMENT PROGRAM (CIP) BUDGET BY APPROPRIATING \$90,000 FROM THE BUILDING AND EQUIPMENT REPLACEMENT FUND (434-2590-89987-74115) TO “CITY HALL FIRST FLOOR REMODEL,” PROJECT NO. 428-2590-XXXXX-74115**

- 2) Award a contract to Horizons Construction Co. Int'l, Inc. in the amount not-to-exceed \$82,516 for the removal of sensitive building material.
- 3) Authorize the City Manager to execute all necessary documents, all other change orders, and related documents to complete the intent of the project on behalf of the City, subject to review by the City Attorney.

**EXECUTIVE SUMMARY:** The appropriation of \$90,000 to the “City Hall First Floor Remodel,” Project No. 428-2590-XXXXX-74115 from the Building and Equipment Replacement Fund (434-2590-89987-74115) will enable the City to move forward with necessary removal of sensitive building materials and the temporary removal of furniture prior to new flooring being installed in the office space on the first floor at City Hall.

**FISCAL IMPACT:** Funds from the Building and Equipment Replacement Fund (434-2590-89987-74115) in the amount of \$90,000 are being appropriated to the FY 2019-20 CIP budget for “City Hall First Floor Remodel,” Project No. 428-2590-XXXXX-74115, bringing the project’s total budget to \$272,816.

Category	City Hall First Floor Remodel Project No. 428-2590-XXXXX-74115
Beginning Budget	\$182,816
Appropriation from Building and Equipment Replacement Fund (434-2590-89987-74115)	90,000
Revised Budget	\$272,816
Less: Expenses / Encumbrances as of 06/25/19	(94,582)
Balance Remaining	\$178,234

**PREVIOUS RELATED ACTION:** On December 17, 2018, the City Council authorized the use of Sourcwell (formerly National Joint Powers Alliance) Contract Agreement Number 121715 in order to award a contract to Shaw Industries, Inc. in the amount not-to-exceed \$48,988 for “City Hall First Floor Remodel,” Project No. 428-2590-XXXXX-74115.

**DISCUSSION:** The City Hall first floor remodel involves the office space utilized by Revenue Management, Planning, Code Enforcement, Building & Safety and Public Works. A large portion of the carpet on the first floor has reached its life of service and is showing considerable wear and fade. There are a number of areas where temporary patch work has been done to prevent tripping hazards. A Sourcwell contract (NJPA) was awarded on December 17, 2018, for removal and disposal of existing carpet and baseboards, as well as for the provision and installation of new carpet and baseboards in the office space areas of the first floor.

Prior to starting removal and disposal of existing carpet and baseboards, it was determined to be necessary to remove and abate areas of floor tiles containing sensitive materials underneath existing carpet and that this would further require temporary removal of furniture.

#### Procurement Process

Sourcwell (formerly known as NJPA - National Joint Powers Alliance) is a public agency with legal authority to serve as a contracting agency for municipalities. The City is a member of Sourcwell and makes use of the contractors by exercising the Joint Powers Act. Sourcwell facilitates a competitive bidding process on behalf of the City’s needs and expectations. Sourcwell competitively bids construction tasks with pre-set unit prices and specification for construction contracts, including material, equipment, and labor costs. The process meets the City’s Purchasing Ordinance under Cooperative Purchasing Section 2-973 which authorizes the Purchasing Manager to recommend a cooperative or “piggyback” purchase on an awarded contract for services or equipment, entered into by other governmental agencies through a competitive bid process, providing all products or equipment requested meets the technical specifications of the awarded bid.

Amendment of the FY 2019-20 CIP Budget by Appropriating \$90,000 to the City Hall First Floor Remodel Project and Award of Contract to Horizons Construction Co. Int'l, Inc. in the Amount Not-To-Exceed \$82,516 for the Removal of Sensitive Material and the Temporary Removal of Furniture

Page 3 of 3 – July 15, 2019

Horizons Construction Co. Int'l, Inc., through Sourcewell Contract #CA-08-SL-B-C-030618-HCC (Attachment 2), was selected through the purchasing “piggyback” process as the second vendor for this project in order to provide this sensitive building material removal..and temporary removal of furniture for a total not-to-exceed \$82,516. Upon completion of Horizon’s work, Shaw Industries, Inc. will then install carpet under the previously awarded contract.

The additional \$90,000 being requested is to cover the unforeseen costs for the removal of sensitive materials, the temporary removal and storage of office furniture/cubicle walls and staff time as shown in the table below.

Budget Appropriation Needed	Removal of Sensitive Materials and Temporary Removal of Furniture	\$82,516
	City Staff Time & Temporary Storage of Furniture Purchased	7,484
	<b>GRAND TOTAL</b>	<b>\$90,000</b>

Work will be performed Thursday through Sunday evenings to avoid interruption of normal City Hall functions. It is anticipated that installation of the new flooring will begin in late July 2019 and be completed by October 2019.

Prepared by:

---

Jizelle M. Campos  
Senior Management Analyst

**ATTACHMENT(S):**

Attachment No. 1 – Proposed Resolution No. 2019-50

Attachment No. 2 – Sourcewell Contract No.: CA-08-SL-B-C-030618-HCC