



DATE: FEBRUARY 12, 2020
FROM: ENGINEERING
**SUBJECT: RESOLUTION NO. _____ - APPROVAL FOR THE PURCHASE OF
NEW CARPET TILE FOR THE HARBOR ADMINISTRATION
BUILDING ON THE 4TH FLOOR**

SUMMARY:

Staff requests approval of Contract No. 39905 with G&S Carpet Mills, Inc. for the purchase of new carpet tiles for the 4th floor at the Harbor Administration Building (HAB). The proposed contract will enable the Los Angeles Harbor Department (Harbor Department) to remove and replace 3,500 square yards of carpet to prepare for the installation of 171 new workstations on the 4th floor and facilitate the relocation of staff currently working at the Topaz Building (Topaz) to the HAB.

Staff determined G&S Carpet Mills is the lowest responsive and responsible bidder through a public, competitively bid process. The Department received four bids and staff found all bids were responsive.

The total cost of the 4th floor carpet contract is \$222,275.11 (\$63.51 per square yard or \$7.06 per square feet).

The Harbor Department will be financially responsible for payment of \$222,275.11 in expenses incurred under the proposed contract.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively and categorically exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) and Article III Class 1(1) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, the services proposed to be contracted could be more feasibly performed by an outside contractor than by City employees;
3. Approve the purchase of 3,500 square yards of carpet in the amount of \$222,275.11 to replace the 4th floor carpet of the Harbor Administrative Building (HAB);

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4. Authorize the Executive Director to execute and Board Secretary to attest to the said 4th floor carpet contract for and on behalf of the Board of Harbor Commissioners; and
5. Adopt Resolution No. _____.

DISCUSSION:

The current HAB 4th floor carpet is over 13 years old. Many of the existing pieces have lost stain repelling properties and retain dirt very easily even after regular deep cleaning. Some tiles have also shifted and created a ridge at the seams, potentially introducing a tripping hazard. The Harbor Department plans to replace the carpet along with electrical, telecommunication, and systems furniture at the same time.

Staff evaluated and compared several carpet systems for their cost and best functional use to address the Harbor Department's needs. Staff selected a carpet system with the most durable and sustainable yarn technology. The selected carpet system uses a strand, Antron solution dyed nylon type 6, 6 (also an Environmentally Preferable Product) that prolongs the life of the yarn, prevents the strand from breaking down, and repels dirt. The tile also is manufactured in a rectangular shape instead of square, which aids the final placement of carpet from moving due to the ashler layout pattern where only two corners meet instead of four.

Staff advertised this work to the public and solicited sealed bids where the lowest, responsive bidder would be successful. The Harbor Department received four bids and staff determined G&S Carpet Mills to be the lowest responsive and responsible bidder with the lowest bid of \$222,275.11.

The approval of this action will benefit the Harbor Department staff workspaces by upgrading outdated, dirty, worn carpet and matching the color scheme of new workstations. New carpet tiles will allow for safe, clean, appearance, and most importantly extend the workspace use of the HAB 4th floor.

Concurrently, the approved vendor from Board Resolution No. 19-9561 will install 171 new office workstations. The Construction and Maintenance Division will install new electrical wiring, relocate light fixtures, relocate doors, demolish, patch and paint walls. The Information Technology Division will install new telecommunication cables.

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of the purchase and installation of new carpet and tiles for the 4th floor at HAB, which is an administrative action that includes interior alteration involving remodeling or minor construction where there be negligible or no expansion of use. Therefore, the Director of Environmental Management has determined that the proposed action is administratively and categorically exempt from the requirements of

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CEQA in accordance with Article II Section 2(f) and Article III Class 1(1) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the contract would require the Harbor Department to pay \$222,275.11, inclusive of carpet, equipment and labor to install in accordance with the scope of work.

Funds for Fiscal Year (FY) 19/20 in the amount of \$165,575 have been budgeted in Account No. 55010 (Parts & Materials), Center No. 1003, Program No. 000 and have been approved as part of the annual budget process. The Harbor Department's financial obligations beyond FY 20/21 are contingent upon the Board's appropriation of funds as part of the annual budget process.

Estimated spending for this contract is as follows:

Fiscal Year (FY)	Amount
FY 19/20	\$ 165,575.00
FY 20/21	\$ 56,700.11
Total	\$ 222,275.11

Labor costs associated with post-installation maintenance will be limited to staff time incurred by the Construction & Maintenance Division. Award of any contracts associated with replacement of furniture, fixtures and equipment post-installation would require Board approval under separate future actions.

CITY ATTORNEY:

The Office of the City Attorney has reviewed and approved the contract as to form and legality.

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TRANSMITTALS:


1. Bid Recap Sheet
2. Contract No. 39905


DAVID M. WALSH, P.E.
Chief Harbor Engineer

FIS Approval: MB
CA Approval: gnd

ANTONIO V. GIOIELLO, P.E.
Deputy Executive Director,
Development

APPROVED:

 FOR
EUGENE D. SEROKA
Executive Director

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