



Legislation Text

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TO: Chair and Members of the Board

FROM: Diane Colonna, Executive Director

DATE: May 11, 2016

RESOLUTION AUTHORIZING THE APPROVAL OF CONTRACTS FOR CRA OFFICE RENOVATION

BACKGROUND: The ongoing interior renovation of the building at 6280 W. Atlantic Blvd. will create office space for use by CRA staff and the City Economic Development Department. This renovation includes the addition of an accessible bathroom and other code related upgrades, reconfiguration of offices to accommodate current staffing needs and updating of finishes, lighting, flooring, cabinets, plumbing and electrical.

In order to minimize costs, most materials are being direct-purchased through state contracts and where feasible, labor is provided by the Public Works Department as its workload permits. The remainder of the work will be done by third-party vendors in accordance with CRA procurement policy, which states that expenditures in excess of \$25,000 shall be approved by the MCRA Board. Although no individual contract exceeds this threshold, together the contracts total \$38,163.40, as listed below:

-Foley Builders, Inc. (General Contractor)	\$22,500.00
-Well Electric Technology, Inc. (Electrical Contractor)	\$ 8,310.00
-Milan & Son Plumbing, Inc. (Plumbing Contractor)	\$ 3,285.00
-All American Ceilings, Inc. (Ceiling Tile)	<u>\$ 4,068.40</u>
Total	\$38,163.40

A minimum of three (3) written quotes were obtained for each of the proposed contracts and the lowest priced quote was selected. The form of contract has been reviewed and approved by the CRA attorney. It is recommended that an additional contingency of 10% (\$3,816.00) be authorized for unforeseen circumstances.

RECOMMENDATION: Approve the Resolution authorizing the above described expenditures and authorizing the CRA Executive Director to execute the respective contracts.

FISCAL IMPACT: \$38,163.40, which shall be reconciled and shared between the City and CRA.

CONTACT PERSON: Cotter Christian, CRA Project Manager