

REPORT OF GENERAL MANAGER

NO. 05-53

DATE February 16, 2005

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REQUEST THE CITY PURCHASING AGENT TO ADVERTISE AND AWARD A CONTRACT FOR THE PROVISION AND INSTALLATION OF HARDWOOD FLOORS IN CITY FACILITIES

J. Combs	<u>JK</u>	H. Fujita	___
*K. Regan	___	K. Chan	___
F. Mok	___	J. Kolb	___

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Request the City Purchasing Agent, Department of General Services (GSD) to proceed with advertising and awarding a contract for hardwood floor material and installation; and,
2. Find, in accordance with Charter Section 1022, that the Department does not have the personnel available in its employ with the appropriate training and expertise to install new hardwood floors, and that the quantity of work is dependent on availability of special funds which cannot be predicted, and that for both reasons it is more feasible and economical to secure these services by contract.

SUMMARY:

The Department's Citywide Facility Repair Section currently uses City Contract No. 57604 to obtain material and skilled installation of hardwood floors in recreation centers and other park facilities which are not regularly budgeted expenses but are funded only occasionally as special funded sources come available. If not renewed, this contract will expire in March of 2005, and the Department has contacted GSD's Purchasing Section about processing a new contract so that these materials, with installation service, will continue to be available when the Department receives occasional funding for replacement hardwood floors.

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City requirements necessitate that before any contract with a service or labor component is awarded, the City must determine, in accordance with Charter Section 1022, that it is more economical or feasible to contract for the services than for them to be provided by City employees. As the major user of this hardwood flooring contract, the Department of Recreation and Parks was requested by GSD to perform and provide analysis for such a finding; however, GSD has been informed that a finding by the Board of Recreation and Park Commissioners is applicable only for Department of Recreation and Parks and not for a citywide use of this contract.

The current and proposed contracts include many types, qualities, and sizes of hardwood flooring, as well as peripheral components needed to install the flooring and services for installation, and for sanding, coating, and repairing related to installation. The contractor's staff has specialized skills, training, and experience that permit efficient installation of hardwood floors, but most significantly, projects are highly sporadic because work depends on special source funding such as grants, and it is not practical or economical to train and maintain a City installation crew for work which arises only when funding becomes available. Conversely, a contractor is in a position to respond timely when funding for a floor replacement is found, so that the community and the funding source see quick fulfillment of a new floor order.

This report was prepared by Linda Barth of Administrative Resources.