



MEMORANDUM
ADMINISTRATIVE SERVICES
PROCUREMENT DIVISION
County of Placer

TO: Board of Supervisors
FROM: Brett Wood, Purchasing Manager
SUBJECT: Placer County Finance Administrative Building Carpet Replacement Project – G&S Carpet Mills, Inc.

ACTION REQUESTED

Approve the award of competitive Bid No. 10676 for carpet and flooring replacement in the Finance Administration Building to G&S Carpet Mills, Inc., of Pomona, CA, in the amount of \$261,000, funded in the Capital Projects Fund, Project No. 4927 and authorize the Director of Public Works and Facilities, or designee, to execute the contract, and any necessary change orders up to 10% of the recommended contract consistent with the County Purchasing Manual and section 20142 of the Public Contract Code.

BACKGROUND

On October 3, 2017, your Board approved plans and specifications, and authorized solicitation of bids for the Finance Administration Building (FAB) Carpet Replacement Project Phase II, Project no. 4927B. This project is intended to replace broadloom carpet with carpet tiles and resilient flooring with rubber tile in the Auditor-Controller, Treasurer-Tax Collector, Assessor, Office of Emergency Services (OES), and portions of Administrative Services. Project scheduling has been developed to ensure that normal business hours of the affected departments are maintained. The flooring installation is anticipated to take nine to ten weekends to complete. The hallways, and conference room carpets will be replaced during evening hours. The OES carpet will be replaced during the week, during regular business hours, as long as there is not an emergency situation in progress.

To identify a qualified firm to provide carpet and flooring replacement, the Department of Public Works and Facilities enlisted the assistance of Procurement Services to develop Invitation for Bids (IFB) No. 10676. Bids were solicited in accordance with the Public Contract Code. The IFB was advertised in the Auburn Journal and the Sacramento Bee on October 18, 2017 and October 25, 2017, and posted online on Public Purchase and on the County website.

The IFB documents were distributed to fifty-eight potential bidders. Approximately 1,125 small and minority businesses, women's business enterprises and veteran-owned businesses were notified via email. Thirty-five firms downloaded the solicitation documents and formal responses were received from three firms.

The lowest responsive and responsible bidder was determined to be G&S Carpet Mills, Inc., of Pomona, CA. One bid protest was received. The Director of Administrative Services investigated the protest and, after consulting with County Counsel, provided a written decision to the protesting party denying the protest. The Department of Public Works and Facilities has reviewed the evaluation and concurs with Procurement's award recommendation.

In accordance with the Purchasing Policy Manual, the recommended award amount exceeds the Purchasing Manager's authority and requires your Board's approval. Therefore, your Board's approval is required to proceed with the award of an agreement with G&S Carpet Mills, Inc. in the amount of \$261,000 and authorize the Director of Public Works and Facilities, or designee, to execute the resulting contract.

FISCAL IMPACT

Upon your Board's approval, an agreement will be issued to G&S Carpet Mills, Inc., in the amount of \$261,000. There are sufficient funds in the Department of Public Works and Facilities FY 2017-18 Capital Project 4927 for Countywide Carpet Replacement.

cc: Ken Grehm, Director of Public Works and Facilities
Rob Unholz, Capital Improvements Manager
Valerie Bayne, Administrative Services Manager