TO:      HONORABLE CITY COUNCIL
FROM:    CITY MANAGER      DEPARTMENT: PUBLIC WORKS

SUBJECT: APPROVAL OF A CONTRACT WITH WALSCHON FIRE
PROTECTION IN THE AMOUNT OF $67,710 FOR THE JUNIOR
MUSEUM FIRE SPRINKLER INSTALLATION – CAPITAL
IMPROVEMENT PROGRAM PROJECT PF04011

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the Mayor to execute the attached contract with Walschon
   Fire Protection in the amount of $67,710 for Junior Museum Fire Sprinkler
   Installation – Capital Improvement Program Project PF04011.

2. Authorize the City Manager or his designee to negotiate and execute one or more
   change orders to the contract with Walschon Fire Protection for related, additional
   but unforeseen work that may develop during the project, the total value of which
   shall not exceed $6,770.

DISCUSSION
Project Description
The project will install an automatic fire sprinkler system at the Junior Museum which
currently has no automatic fire protection system. The use of the museum for children’s
classes determines the type of occupancy under the Fire Code, and triggers the
requirement for an automatic fire sprinkler system. The alternative to installation of a
fire sprinkler system is to limit classes at the Junior Museum. An average of 50 to 75
children attend classes at the Junior Museum daily. The Junior Museum has an average
of 100 to 150 visitors each day during the week, and 200 to 250 visitors each day on the
weekend. The Friends of the Junior Museum have expressed interest in renovating the
facility. However, there are no definite plans or funding at this time, so it is likely to be
several years before this will occur.

Bid Process
On March 25, 2004 a notice inviting formal bids for the Junior Museum Fire Sprinkler
Installation Project was posted at City Hall and sent to six contractors. The bidding
period was 20 days. A pre-bid meeting was held on April 5, 2004; three bidders attended
the meeting. Two bids were received on April 13, 2004, as listed on the attached bid
summary (Attachment B). Bids ranged from a low bid of $67,710 to a high of $83,000. Contractors not responding indicated that they did not submit a bid because they were too busy.

**Summary of Bid Process**

<table>
<thead>
<tr>
<th>Bid Name/Number</th>
<th>Junior Museum Fire Sprinkler Installation / 105055A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Project</td>
<td>3 months</td>
</tr>
<tr>
<td>Number of Bids Mailed to Contractors</td>
<td>6</td>
</tr>
<tr>
<td>Number of Bids Mailed to Builder’s Exchanges</td>
<td>0</td>
</tr>
<tr>
<td>Total Days to Respond to Bid</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Pre-Bid Meeting</td>
<td>April 5, 2004</td>
</tr>
<tr>
<td>Number of Company Attendees at Pre-Bid Meeting</td>
<td>3</td>
</tr>
<tr>
<td>Number of Bids Received:</td>
<td>2</td>
</tr>
<tr>
<td>Bid Price Range</td>
<td>$67,710 - $83,000</td>
</tr>
</tbody>
</table>

*Bid summary provided in Attachment B.*

Staff has reviewed all bids submitted and recommends that the bid of $67,710 submitted by Walschon Fire Protection be accepted and that Walschon Fire Protection be declared the lowest responsible bidder. The bid is 15 percent below the engineer's estimate of $80,000. The change order amount of $6,770, which equals 10 percent of the total contract, is requested.

Staff confirmed with the Contractor's State License Board that the contractor has an active license on file. Staff checked references supplied by the contractor for previous work performed and found no significant complaints. The Certification of Non Discrimination is Attachment C.

**RESOURCE IMPACT**
Funds for this project are available in Capital Improvement Program Project PF04011 – Junior Museum Fire Sprinkler Installation.

**POLICY IMPLICATIONS**
This recommendation does not represent any change to existing City policies.

**ENVIRONMENTAL REVIEW**
This project is categorically exempt from the California Environmental Quality Act under Section 15301 as a minor alteration of an existing public facility and no further environmental review is necessary.

**ATTACHMENTS**
Attachment A: Contract
Attachment B:  Bid Summary
Attachment C:  Certification of Non Discrimination

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