

Carmichael

RECREATION AND  
PARK DISTRICT

# Memo

**To:** The Advisory Board of Directors

**From:** Liz Bellas, Interim District Administrator  
James Perry, Park Services Manager

**Date:** May 2, 2019

**Subject:** Carmichael Park Clubhouse Project – Recommendation to enter into Contracts for Flooring Installation and Painting

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***Introduction/Background:***

In the FY2018-19 Budget, the Advisory Board allocated \$65,500 for the Carmichael Park Clubhouse Project.

***Discussion:***

The District planned to contract the flooring installation and painting materials and services for the Project. The District contracted with Norr to provide plans and specifications for the Project. Since the estimated cost did not meet the threshold for an informal/formal bid, Staff invited Request for Proposals from licensed contractors for the two areas of work, Flooring installation and Painting. Staff performed a walk through on 4/22/19 with Flooring Contractors and on 4/23/19 with Painting Contractors.

The District received written quotes/proposals, listed below:

Flooring Installation

- Gustave Enterprise Inc., dba Creative Floor Coverings Sales and Supplies, Inc.; Written Quote \$31,310
- Delta Flooring (Allen); – No quote submitted; declined based on prevailing wage requirement

## Painting

- Anchor Singh Painting, Inc.; Written Quote \$12,500
- Jim's Painting Service (Thomas Smith); No quote submitted

Staff performed due diligence on all written quotes and determined the following results:

- The quote received for each was deemed to be responsive and qualified in the process.
- Staff verified that the Contractor's license was valid.
- Staff verified that the prospective qualified contractor is registered as public works contractor with the State of California, Department of Industrial Relations and in good standing.
- Staff checked references and recent similar work experience.
- Proof of required insurance, will be verified before commencement of work.

The total cost of the two contracts is \$43,810, representing a savings of \$21,690 allocated for the Project.

### ***Recommendation:***

Staff recommends that the Advisory Board of Directors approve and authorize entering into contract for the Carmichael Park Clubhouse Project, as follows:

- a) Gustave Enterprise Inc., dba Creative Floor Coverings Sales and Supplies, Inc., in the amount of \$31,310, representing the cost for installation of flooring in the Clubhouse, Foyer, and Hallways; authorize the Interim District Administrator to sign the contract and expend funds in an amount not to exceed \$31,310;
- b) Anchor Singh Painting, Inc. in the amount of \$12,500, representing the cost of painting the Clubhouse and Foyer; authorize the Interim District Administrator to sign the contract and expend funds in an amount not to exceed \$12,500.