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DEPARTMENT OF
PLANNING AND DEVELOPMENT

CITY OF SACRAMENTO
CALIFORNIA

1231 I STREET
ROOM 200
SACRAMENTO, CA
95814-2998

BUILDING INSPECTIONS
916-449-5716

PLANNING
916-449-5604

November 14, 1989

Budget and Finance Committee
Sacramento, California

Honorable Members in Session

SUBJECT: Private Contractor Costs for Housing and Dangerous Building
Abatement Work

SUMMARY

This report is in response to a request by the City Council for staff to review and report back to the Budget and Finance Committee on the policy regarding costs incurred for securement of dangerous buildings.

BACKGROUND INFORMATION

On September 5, 1989, a City Council hearing determined the reasonable costs and Findings of Fact for securement of dilapidated buildings located at 1017-10th Street, 1021-10th Street, and 1048 Dixie Avenue. At this time Council also instructed staff to investigate and review costs incurred for securement of dilapidated buildings. To address this issue staff has worked in the following areas:

1. An expanded list of board-up and securement contractors is being established by the Housing and Dangerous Buildings Division.
2. Procedures for soliciting contractor bids have been reviewed and refined. These guidelines are attached as Exhibit A.
3. Staff is working to compile a price list of standard hourly rates and charges for labor and materials costs associated with securement as an aid in evaluating bids.

FINANCIAL DATA

None.

POLICY CONSIDERATIONS

Administrative guidelines for soliciting contractor bids are consistent with the City of Sacramento procurement policies and guidelines.

MBE/WBE EFFORTS

Staff is in the process of identifying qualified MBE/WBE vendors to add to the expanded list of board-up and securement contractors.

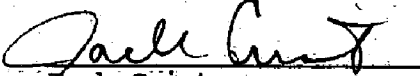
RECOMMENDATION

It is recommended that the Budget and Finance Committee forward this report to the full Council for their information.

Respectfully submitted,


D.T. Sullivan, Manager
Building Inspections Division

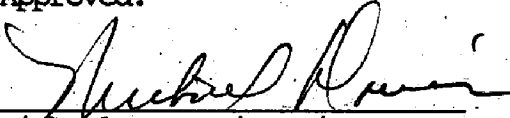
Recommendation approved:


Jack Crist
Deputy City Manager

Contact Person to
Answer Questions:

D. T. Sullivan/ 449-2186

Approved:


Michael M. Davis, Director
Planning & Development

November 14, 1989
All Districts

November 14, 1989

EXHIBIT "A"

CONTRACTOR BID GUIDELINES

1. Contact pre-qualified contractors on a rotating basis from the list of approved bidders. Outline to them the scope of work.
2. Secure at least 3 quotations:
 - a. Submittals shall be written and shall include a breakdown of labor and materials charges.
 - b. In an emergency situation when oral quotations are requested, a written submittal outlining labor and materials charges shall also be requested. This should be received within 48 hours of initial contact.
3. Review and compare quotations to established price list of prevailing hourly rates and charges for labor and materials costs.
4. Select the lowest responsible bidder who submits a responsive quotation.
5. Prepare a requisition or request a confirming purchase order number.
6. Prepare contract with scope of work, cost of services and time limit to complete. Send to contractor for signature.
7. Review invoice and verify that work was completed in accordance with the provisions of the contract.
8. Authorize invoice for payment and submit to Account Clerk.

TS/b