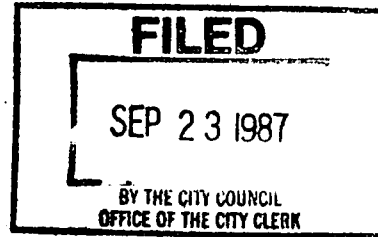




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DEPARTMENT OF
GENERAL SERVICES

OFFICE OF THE DIRECTOR

CITY OF SACRAMENTO
CALIFORNIA

CITY MANAGER'S OFFICE

RECEIVED

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September 14, 1987

5730 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

916-449-5548

DIVISIONS:

COMMUNICATIONS
FACILITY MANAGEMENT
FLEET MANAGEMENT
RISK MANAGEMENT
AND INSURANCE
SUPPORT SERVICES

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: Use of City Forces for Remodeling Work - Status Report #8

SUMMARY

The purpose of this report is to provide the City Council with a list of remodeling projects over \$5,000 approved by the City Manager, that are being performed by City forces.

BACKGROUND

Resolution No. 86-260 titled, "Resolution Establishing the City of Sacramento's Remodeling Policy", requires this informational report be filed with the City Council.

We made a mistake in the interpretation of the resolution to require separation of the "alteration or conversion work" from maintenance and remodeling work in determining the \$5,000 remodeling limitation in completing three projects in excess of the \$10,000 limitation. This was done without the prior approval of the City Council.

Remodeling as defined in Section 58.101(d) of the City Code is "Alteration or Conversion Work on an Existing Facility to Change Its Use, Function, or Layout". Staff's interpretation of this was that "Construction or relocation of walls is classified as remodeling, but painting, replacement of carpeting, blinds, or lighting is maintenance and repair. Also, cabinets, furniture, equipment, office partitions, telephones, moving, etc., were not included in the \$5,000 limitation."

PROJECTS UNDERTAKEN

For the projects identified below, outside contracts for cabinets, ceiling replacement, lighting demolition, carpeting and equipment were awarded based on informal competitive bidding procedures. Office partitions, furniture and telephone changes were based on contracts and informal bids.

The three projects undertaken are as follows:

1. City Clerk, 3rd Floor City Hall-\$40,000

| | <u>In-House</u> | <u>Outside Contracts</u> | <u>Total</u> |
|-----------------------------|-----------------|------------------------------|-----------------|
| Design & Project Management | \$9,500 | | \$9,500 |
| Remodeling | 4,800 | | 4,800 |
| Painting | 6,700 | | 6,700 |
| Carpeting | | \$10,000 | 10,000 |
| Cabinets | | 9,000 | 9,000 |
| TOTALS | <u>\$21,000</u> | <u>\$19,000</u> | <u>\$40,000</u> |

2. Public Works - Engineering, 2nd Floor City Hall Annex-\$44,700

| | <u>In-House</u> | <u>Outside Contracts</u> | <u>Total</u> |
|-----------------------------|-----------------|------------------------------|-----------------|
| Design & Project Management | \$ 6,200 | \$ | \$ 6,200 |
| Demolition | | 4,400 | 4,400 |
| Remodeling | 4,300 | | 4,300 |
| Ceiling | | 9,800 | 9,800 |
| Lighting | | 4,100 | 4,100 |
| Painting | 6,000 | | 6,000 |
| Cabinets | | 900 | 900 |
| Carpeting | | 9,000 | 9,000 |
| | <u>\$16,500</u> | <u>\$28,200</u> | <u>\$44,700</u> |

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3. Communications Center - Installation of Additional Air Conditioner-\$10,600

| | <u>In-House</u> | <u>Outside Contracts</u> | <u>Total</u> |
|--------------------------|-----------------|------------------------------|-----------------|
| Equipment-A/C & Supplies | | \$7,700 | \$7,700 |
| Installation (Labor) | <u>\$ 2,000</u> | <u> </u> | <u>2,900</u> |
| | <u>\$ 2,000</u> | <u>\$7,700</u> | <u>\$10,600</u> |

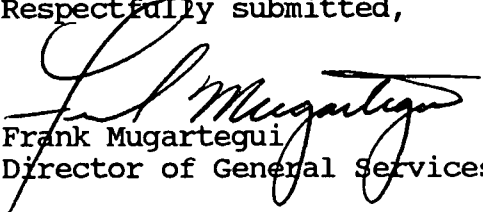
CONCLUSION

To avoid any future reoccurrence of this situation, the definitions and ground rules covering remodeling projects have been clarified and we will be more attentive when dealing with remodeling projects hereafter. In the determination of the \$5,000 limitation, the costs of items that are not permanently affixed or can be easily moved (i.e., office furniture, office partitions, telephones, moving expenses, etc.) will not be included in the \$5,000 determination.

RECOMMENDATION

This is an informational report requiring no Council action.

Respectfully submitted,


 Frank Mugartegui
 Director of General Services

For City Council Information:

September 24, 1987
All Districts


 Walter J. Slipe
 City Manager

cc: Jim Lambert, Sacramento Bldg. Exchange
Construction Industry Force Account Council