



CITY COUNCIL AGENDA REPORT

MEETING DATE: DECEMBER 2, 2014

ITEM NUMBER:

SUBJECT: APPROVAL OF CONTRACT CHANGE ORDER #1 FOR THE WIRING FOR TELEPHONE SERVICE AT THE SENIOR CENTER

DATE: NOVEMBER 20, 2014

FROM: PARKS & COMMUNITY SERVICES DEPARTMENT

PRESENTATION BY: TAMARA S. LETOURNEAU, ASSISTANT CHIEF EXECUTIVE OFFICER

**FOR FURTHER INFORMATION CONTACT: TRAVIS KARLEN, RECREATION MANAGER
(714) 754-5302**

RECOMMENDATION

Staff recommends that the City Council approve contract change order #1 in the amount of \$14,007.18 for additional wiring at the Senior Center and authorize the Chief Executive Officer to execute the change order.

BACKGROUND

Currently, the Senior Center is closed from November 22, 2014 – December 7, 2014 for improvements to the building. Initially the vendor was contracted to provide labor and materials for the installation of WiFi at the center and 29 additional data drops as well as the installation of all necessary 120VAV receptacles for TV locations and network racks.

The current phone system at the Senior Center is obsolete. Upon recommendation by the Telecommunications Division, staff is proposing to move forward to upgrade the system to be compatible with the City Hall's phone system.

ANALYSIS

On July 21, 2014 the City's Purchasing Division sent a Request for Quotes to three (3) vendors to provide labor and materials to update data at the Senior Center. Two vendors attended the walk thru and one out of the two vendors submitted a proposal. Proposals were due on July 28, 2014 and at that time Purchasing approved Steadfast as the vendor for the voice and data upgrade at the Senior Center.

The original contract is for \$49,682.64. The change order is for an additional \$14,007.18 which exceeds the 10% City Council Policy. Per Council Policy 700-1, change orders over 10% of the original contract amount must be approved by the City Council.

Change order #1 with Steadfast is to provide labor and materials for the following scope of work to install:

- Coaxial cables from the electrical room to the library and front counter;
- Data cables from the downstairs data rack to the maintenance office, office #2 and office #3;

- Data drops to the computer classroom; and,
- 17 phone drops to enable the phone company to hook-up new phone system.

ALTERNATIVES CONSIDERED

The City Council can choose to reject this change order and direct staff to continue to use the existing phone system. This alternative is not viable as the current system is obsolete and would negatively impact the operation of the Senior Center.

FISCAL REVIEW

Funding for this project is provided in the current Parks & Community Services Department budget.

LEGAL REVIEW

A legal review is not required for this item.

CONCLUSION

Staff recommends that the City Council approve a change order in the amount of \$14,007.18. The approval of this change order will complete the work to be done.

TAMARA S. LETOURNEAU
Assistant Chief Executive Officer

TRAVIS KARLEN
Recreation Manager

STEPHEN DUNIVENT
Interim Finance Director

ATTACHMENTS: 1- [Change Order #1](#)