

BOARD MEETING DATE: December 5, 2014

AGENDA NO. 9

PROPOSAL: Execute Contract for Carpet Installation at Diamond Bar Headquarters

SYNOPSIS: On May 2, 2014, the Board authorized release of an RFP for carpet installation in various areas at SCAQMD's Diamond Bar headquarters. This action is to execute a contract with Signature Commercial Floor Covering for carpet installation in an amount not to exceed \$99,107. Funding for this replacement project is available in the FY 2014-15 Budget.

COMMITTEE: Administrative, November 14, 2014; Recommended for Approval

RECOMMENDED ACTION:

Authorize the Executive Officer to execute a contract with Signature Commercial Floor Covering for carpet tiles installation including carpet base installation and edge stripping on select floors at the Diamond Bar headquarters in an amount not to exceed \$99,107.

Barry R. Wallerstein, D.Env.
Executive Officer

WJJ:BJ

Background

SCAQMD moved into its Diamond Bar facility in October 1991. Beginning in 2010, replacement of heavily-worn carpeting in certain areas of the building began utilizing Mohawk Group carpet tiles H5156. The use of carpet tiles, rather than rolled carpeting, significantly reduces the labor cost associated with installation due to not having to fully disassemble office cubicles and furniture. To date, replacement carpet tiles have been installed on the lower level corridor, 2nd floor north and 5th floor at Diamond Bar headquarters.

SCAQMD was informed by Mohawk Group that the specialized equipment used to manufacture the H5156 carpet tiles was to be dismantled in December 2013. The Board approved the purchase of 8,144 square yards of the H5156 carpet tiles which have been produced and are currently being warehoused until installation can be arranged. The

contractor shall supply and install carpet top set base, edge molding as well as the labor to remove existing carpet and install Mohawk H5156 carpet tiles on the ground floor north and south to include Human Resources, Library, GB conference room, Laboratory offices, and 2nd floor south.

Outreach

In accordance with SCAQMD’s Procurement Policy and Procedure, a public notice advertising the RFP/RFQ and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County’s Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD’s own electronic listing of certified minority vendors. Notice of the RFP/RFQ has been e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD’s website (<http://www.aqmd.gov>).

Bid Evaluation

The initial RFP (#2014-23) was sent out following the May 2, 2014 Board meeting but due to lack of response, staff was requested to rebid this item (RFP #2015-08) which occurred on July 11, 2014. Eight contractors were notified and four contractors attended the July 24, 2014, mandatory bidder’s conference. Three proposals were received when final bidding closed at 2:00 p.m., August 14, 2014; all of which were complete and met RFP requirements.

The evaluating panel included a Business Services Manager, Senior Air Quality Engineer, and Principal Air Quality Chemist. Of these three panel members, one is African American, one is Caucasian, and one is Hispanic; one female and two male.

After reviewing the proposals, panel members rated proposals based on criteria defined in the RFP, which included understanding of requirements, cost, contractor qualifications, and client references. A summary of the ratings is attached.

Proposal

This action is to execute a contract with Signature Commercial Floor Covering for an amount not to exceed \$99,107.

Resource Impacts

Sufficient funds are available in the FY 2014-15 District General-Building Maintenance Operations Account for this carpet replacement project.

Attachment

Evaluation Summary

ATTACHMENT
EVALUATION SUMMARY
RFP #2015-08R

Contractor	Cost Proposal	Cost Points	Technical Points	Additional Points	Total Points
Signature Commercial Floor Covering	\$99,107	50	24	0	74
DFS Flooring	\$124,948	32	45	0	67
Carpets 4 U Inc.	\$380,000	7	34	15	66