

BOARD MEETING DATE: December 1, 2023

AGENDA NO. 7

PROPOSAL: Transfer and Appropriate Funds and Execute Sole Source Contract to Upgrade Fire Life Safety System at Headquarters Building

SYNOPSIS: South Coast AQMD's headquarters building periodically requires upgrades to its building infrastructure systems and equipment. This action is to transfer and appropriate \$720,000 from the Infrastructure Improvement Fund (Fund 02) to Administrative and Human Resources' FY 2023-24 Budget, Capital Outlays Major Object, and to approve a sole source contract with National Fire Safe to upgrade the building's fire life safety system. The current system was installed in 1991 with the construction of the building.

COMMITTEE: Administrative, November 9, 2023; Recommended for Approval

RECOMMENDED ACTION S:

1. Transfer and appropriate \$720,000 from the Infrastructure Improvement Fund (Fund 02) to Administrative and Human Resources' FY 2023-24 Budget, Capital Outlays Major Object, Capital Outlays account; and
2. Authorize the Executive Officer to execute a sole source contract with National Fire Safe, in an amount not to exceed \$720,000, to upgrade the fire life safety system in the South Coast AQMD headquarters building.

Wayne Natri
Executive Officer

AJO:BR:VL

Background

Built in 1991, South Coast AQMD's Diamond Bar headquarters building periodically requires repairs and upgrades to its operational and infrastructure systems and equipment. The current fire life safety system in use in the building is the original, first-generation system installed during construction. The system consists of a central monitoring and control panel that communicates with the smoke detectors, pull-stations, annunciators, and equipment control relays. When a fire condition is identified, the fire

life safety system activates audible and visual alarm signals, shuts down the air distribution system, and secures fire doors for containment.

After more than 30 years in service, the existing field devices have outlived their expected life cycle. Long-term planning, routine inspections and maintenance, and annual testing have sustained the fire life safety system's longevity.

Proposal

National Fail Safe designed, engineered, and installed the current fire life safety system. The company has continued to provide maintenance and emergency repairs to the system. National Fail Safe's extensive knowledge of the system and building infrastructure will allow for a phased upgrade and replacement process.

The proposed upgrade will provide for the latest generation of detection devices to be installed, which will increase communication speed and reliability, as well as enhance critical data storage and analytics. In addition, upgraded control panels will integrate with the building energy management systems, enabling remote monitoring and detailed alarm notifications.

Sole Source Justification

Staff recommends authorizing the Executive Officer to execute a sole source contract with National Fail Safe to upgrade the fire life safety system. Section VIII.B.2 of the Procurement Policy and Procedure identifies four major provisions under which a sole-source award may be justified. For the fire life safety system, the request for sole source contract with National Fail Safe is made under Sections VIII.B.2.b: Public health or property may be endangered by delay; VIII.B.2.c(1): The unique experience and capabilities of the proposed contractor or contractor team; and VIII.B.2.d(6): Projects requiring compatibility with existing specialized equipment.

Resource Impacts

The Infrastructure Improvement Special Revenue Fund (Fund 02) was established for capital outlay building-related improvement projects. Staff requests an appropriation of \$720,000 from Fund 02 to Administrative and Human Resources' FY 2023-24 Budget, Capital Outlays Major Object, Capital Outlays account.