



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center & Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065
Phone (323) 221-9944

MEMORANDUM

TO: The Governing Board

FROM:  Joseph T. Edmiston, FAICP, Hon. ASLA, Executive Officer

DATE: August 7, 2019

SUBJECT: **Agenda Item VI(d): Consideration of resolution authorizing a contract with SERVPRO of Fallbrook/South Oceanside for post-disaster building cleaning services at Ramirez Canyon Park, City of Malibu.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing a contract with SERVPRO of Fallbrook/South Oceanside for post-disaster building cleaning services at Ramirez Canyon Park, City of Malibu in the amount of \$75,257.

Background: The Woolsey Fire of November 2018 burned through Ramirez Canyon Park. Staff have been displaced since that time while electrical service was reestablished. In order for staff to reoccupy the offices in the Barn and Barwood buildings, the structures must be thoroughly cleaned of smoke, soot, and other substances such as mildew (from heavy rains). Both interior and exterior surfaces must be washed or wiped down. The project work includes removal of all lingering odors, smoke, deodorization and disinfection, general professional cleaning of furnishings, upholstery, drapery, air duct cleaning, and exterior power washing. HEPA filters will be used to ensure a safe and clean environment. In addition to walls, ceilings, and floors, all contents of the buildings must be detail cleaned, including all furnishings, textiles, decor and supplies. The exteriors will be power washed in a manner that doesn't damage the integrity of the structures and facades. All cleaning supplies will be removed from the site and properly disposed.

The project was put out for public bid on July 16th, 2019. On July 18, 2019, a mandatory bid walk was held on-site and was attended by one (1) contractor. On July 29, 2019 one (1) bid was received from a contractor. Section 4.1 of the MRCA's Procurement Policy states that all purchases of \$25,000 or more shall be made through a competitive bid process and awarded to the lowest responsive and responsible bidder. Staff reviewed the bid and found SERVPRO of Fallbrook/South Oceanside to be the lowest responsive, responsible bidder in accordance with Public Contract Code section 20815 *et seq.* The bid package from SERVPRO is

attached. The work is anticipated to start on 08/14/19 with completion in 14 calendar days including inclement weather days.

Consideration: Staff recommends authorizing the bid for a total of \$75,257. The cleaning cost for the Barn is \$36,209, and Barwood is \$39,048.

Fiscal Impact: The cleaning work related to the Woolsey Fire is eligible for FEMA and CAL-OES reimbursement. Any work related to mildew removal is likely to be ineligible, but would be covered by the Santa Monica Mountains Conservancy's General Fund grant for Woolsey Fire Recovery and Restoration. The MRCA's local share match of 6.25% would also be eligible for that grant. The contract will be incorporated into the final 2019-20 MRCA budget.

Procurement Details: The subject contract is anticipated to be eligible for FEMA reimbursement under the disaster declaration for the California November 2018 Wildfires, DR-4077. FEMA procedures require written documentation. The following information is provided for that purpose.

1) *Reason for procurement method*: A competitive bid process is required by MRCA's Procurement Policy and California's Public Contract Code, which states that all purchases of \$25,000 or more shall be made through a competitive bid process and awarded to the lowest responsive and responsible bidder.

2) *Type of contract*: The contract type is fixed fee, based on the competitive bid process. Costs for work related to storm damage will be tracked separately.

3) *Contractor selection*: SERVPRO of Fallbrook/South Oceanside was determined to be the lowest responsive and responsible bidder.

4) *Basis for contract price*: A prior cost estimate totaled \$79,534 for cleaning the two structures. The bid is within 10% of the estimate.

5) *Bid solicitation process*: The bid was publicly advertised in the *Los Angeles Daily News* two weeks before the bid opening date. Two MRCA employees did a general internet search to find companies specializing in disaster cleanup in the vicinity of Malibu, and reached out to generate interest in the bid. Six companies were directly contacted and four responded. Of the four respondents, two stated that they would attend the mandatory bid walk. However, only one contractor appeared at the mandatory bid walk and subsequently submitted a bid. Historically, staff have noticed that there is a very limited pool of qualified contractors who are willing to be paid in arrears, carry the necessary insurance, and will travel to Ramirez Canyon.