



STAFF REPORT

SAUSALITO CITY COUNCIL

AGENDA TITLE

Award of Purchase Order for One (1) Pre-Fabricated Booth for Parking Lot 1 from B.I.G. Enterprises, Inc. under a Cooperative Purchasing Agreement

RECOMMENDED MOTION

Adopt Resolution Awarding Purchase Order for One (1) Pre-Fabricated Booth for Parking Lot 1 from B.I.G. Enterprises, Inc. under a Cooperative Purchasing Program

SUMMARY:

The City of Sausalito booth at parking Lot 1 has outlived its useful life. For several years, Staff has been working to develop a project to replace the booth with a modern, better equipped facility in a better location at Lot 1. Parking Division Staff has identified a new location and specified desirable characteristics of a new booth. The City Engineer worked with other Staff and stakeholders to develop a booth design that has received preliminary approval from the Planning Commission with a condition of approval that detailed drawings are to be submitted for final approval prior to installation. The 2008-2009 budget (adopted June 24, 2008) includes (on page 182) funding for replacement of the City's Booth at Parking Lot 1 in Fund 220 (Parking Fund) 420-7000-720 and an unencumbered balance in that account of \$85,000 is available as of December 16, 2008. In order to expedite completion of the project, and provide best value to the City of Sausalito, Staff recommends procurement of the new booth from an established vendor, B.I.G. Enterprises, Inc. (BIGE). Because BIGE is a vendor in good-standing with a federal General Services Administration (GSA) contract for provision of pre-fabricated ADA-compliant guard booths¹, and has provided a quotation for the required booth under the terms of its GSA contract, the City Council is permitted to approve a direct purchase under Sausalito Municipal Code (SMC) Section 3.30.200 and not required to perform its own competitive bidding for provision of the necessary equipment or supplies.

BACKGROUND

BIGE prepared the preliminary design identified as "Big Booth – Ocean Park" referred to the Planning Commission by the City Council at its regular meeting of November 13, 2007. At that time, the City considered a custom, architect designed booth, but the

¹ Contract # GS-07F-0169T expires December 21, 2011 <http://www.gsaadvantage.gov/>

potential cost for construction alone was considered a significant disadvantage over a standard, pre-fabricated booth. At its January 9, 2008 regular meeting, the Planning Commission of the City of Sausalito approved the conceptual application for both the pre-fabricated booth and its relocation subject to the requirement for submittal of final plans for further consideration once they have been prepared.

ISSUES

None identified. Additional design and construction work will be necessary to accommodate installation and initiation of operation of the new booth. Assuming Council approves the procurement recommended herein, Staff will bring these items to Planning Commission and Council as needed while the booth is being fabricated. As indicated on its quotation (attached to the Resolution), BIGE will provide shop drawings as their first deliverable once they receive an order. Those drawings will be used in conjunction with the site plans to facilitate further Planning Department and Planning Commission review.

FISCAL IMPACT

The funding requested is \$65,053 which includes tax and delivery charges as well as the optional HVAC unit for the booth. Said funding is available in the adopted General Fund budget, Parking Fund 220-420-7000-720 Building. The unencumbered balance is \$85,000 as of January 16, 2009. Under SMC §3.30.200, Cooperative purchasing with other agencies, "(t)he bidding requirements of Section 3.30.150 shall not apply to the purchasing of any equipment or supplies which the purchasing officer decides to obtain through a cooperative competitive bidding procedure prepared by and processed through another public, local, state, or federal governmental agency. If it is determined to be in the best interest of the City, the purchasing officer is authorized to "piggy-back" onto or join into an existing written purchase contract, which contract was obtained within the last 12 months through a competitive bidding process prepared by and awarded by another public, local, state or federal government agency." SMC §3.30.200 requires Council approval for any such purchase exceeding \$15,000 in value.

STAFF RECOMMENDATION

Adopt a Resolution of the City Council of the City of Sausalito Awarding a Purchase Order for One (1) Pre-Fabricated Parking/Information Booth from B.I.G. Enterprises of South El Monte, California under a Cooperative Purchasing Agreement

ATTACHMENTS

1. Resolution of the City Council of the City of Sausalito Awarding a Purchase Order for One (1) Pre-Fabricated Parking/Information Booth from B.I.G. Enterprises of South El Monte, California under a Cooperative Purchasing Agreement
2. Elevation drawings
3. Examples of similar booths

PREPARED BY:



Jonathon Goldman
Director of Public Works

REVIEWED BY:



Charlie Francis
Interim Finance Director

REVIEWED BY:

Mary Wagner
City Attorney

SUBMITTED BY:

Adam W. Politzer
City Manager

[Purch Lot 1 Booth]

ATTACHMENTS 3

Item: 6E
Meeting Date: 1/27/2009
Page: 3



RESOLUTION No. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO
AWARDING A PURCHASE ORDER FOR ONE (1) PRE-FABRICATED PARKING LOT
BOOTH TO B.I.G. ENTERPRISES, INC., SOUTH EL MONTE, CALIFORNIA FOR THE
LUMP SUM OF \$65,053 UNDER A COOPERATIVE PURCHASING PROGRAM**

WHEREAS, on June 24, 2008 the City Council adopted the 2008-2009 Annual Budget which includes (on page 185) funding for replacement of the City's Booth in Parking Lot 1 (Parking Fund 220-420-7000-720 Building) and the unencumbered balance in that account is \$85,000 as of January 16, 2009, and

WHEREAS, the City Engineer in collaboration with the Parking Division has prepared a detailed specification for the replacement, and

WHEREAS, a custom, architect-designed booth was considered by City Staff, the potential cost for construction alone was considered a significant disadvantage over a standard, pre-fabricated booth, and

WHEREAS, B.I.G. Enterprises, Inc. prepared the preliminary design identified as "Big Booth – Ocean Park" referred to the Planning Commission by the City Council at its regular meeting of November 13, 2007, and

WHEREAS, at its January 9, 2008 regular meeting, the Planning Commission of the City of Sausalito approved the conceptual application for both the B.I.G. Enterprises, Inc. pre-fabricated booth and the relocation of the booth within the lot, subject to the requirement for submittal of final plans for further consideration once they have been prepared, and

WHEREAS, The Director of Public Works has verified that B.I.G. Enterprises, Inc. is a vendor in good-standing with a federal General Services Administration (GSA) contract for provision of pre-fabricated ADA-compliant guard booths (Contract # GS-07F-0169T expires December 21, 2011 <http://www.gsaadvantage.gov/>), and has provided the attached quotation dated December 11, 2008 for the required booth under the terms of its GSA contract and the City's specifications (incorporated by reference herein), and

WHEREAS, Article 2, Section 3.30.200 of the Sausalito Municipal Code (SMC §3.30.200), Cooperative purchasing with other agencies, provides that: "(t)he bidding requirements of Section 3.30.150 shall not apply to the purchasing of any equipment or supplies which the purchasing officer decides to obtain through a cooperative competitive bidding procedure prepared by and processed through another public, local, state, or federal governmental agency. If it is determined to be in the best interest of the City, the purchasing officer is authorized to "piggy-back" onto or join into an existing written purchase contract, which contract was obtained within the last 12 months through a competitive bidding process prepared by and awarded by another public, local, state or federal government agency," and

WHEREAS, the Director of Public Works has evaluated the alternatives and concluded that acquisition of the desired pre-fabricated booth as specified, conceptually approved, and quoted from B.I.G. Enterprises, Inc. under the cooperative purchasing program provided for in SMC §3.30.200 is in the best interest of the City taking into account both cost and schedule, and

WHEREAS, SMC §3.30.200 requires Council approval for any such purchase exceeding \$15,000 in value.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Sausalito:

Awards a Purchase Order in the Amount of \$65,053 including tax and delivery to B.I.G. Enterprises, Inc. of South El Monte, California for One (1) Pre-Fabricated Parking Booth in Conformance with the Attached Quotation dated December 11, 2008 and City Specifications under a Cooperative Purchasing Program

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Sausalito on the 27th day of January, 2009 by the following vote:

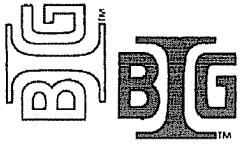
AYES: Councilmembers:
NOES: Councilmembers:
ABSTAIN: Councilmembers:
ABSENT: Councilmembers:

MAYOR OF THE CITY OF SAUSALITO

ATTEST:

DEPUTY CITY CLERK

6E
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December 11, 2008

City of Sausalito

ATTENTION: Jonathon Goldman

REGARDING: Parking / Information Booth

Dear Jonathon,

Thank you for the opportunity to work with you on this project. Please refer to this quotation # 503080 in all future correspondence.

We are pleased to present pricing for (1) prefabricated steel Leesburg Attendant Booth, 11' x 24' nominal dimensions and per the attached specification.

Price for this booth is \$ 54,250.00 plus \$ \$ 4,204.38 sales tax and \$ 1750.00 for delivery. The Ocean Park style will be the same cost, but it will have a hip roof with a 6" overhang and no crown moulding, everything is the same.

Option: Provide a 24,000 BTU split sytem air conditioner with 24,000 BTU heating, which will require the ceiling to be changed to an acoustic tile drop ceiling, the add for this is \$ 4500.00 plus \$ 348.75 sales tax.

GSA contract number GS-07F-0169T

No off-loading or installation included.

Delivery can usually be made within 12 working weeks after our receipt of Approved Submittal Drawings. This lead time could vary by 1-2 weeks either way depending on shop load at time of order.

This booth will ship in one piece, totally prefabricated, completely wired and painted. It will be delivered on a flat bed truck and will need to be off-loaded on site by others. Off-loading can be done by a fork-lift with fork extensions, or small crane, this booth will weigh about 12,000 pounds.

The booth is designed to mount directly to a concrete pad using expansion type anchor bolts. Size of bolts to be determined by our Engineer at the time of design, but they will most likely be 5\8" x 4", designed to mount to 2500ib concrete.

We Build Your Image

B.I.G. Enterprises, Inc. 9702 East Rush Street South El Monte, California 91733-1731 (626) 448-1449 Fax (626) 448-3598

WORLD WIDE WEB: <http://www.bigbooth.com>

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The electrical stub up will be in an area approved by the NEC and U.L. We will provide a clear opening in the floor, directly under the breaker panel, opening will be a minimum of 4" x 12". The power feed required for the items we provide in this booth is 40-70 amps, single phase service.

The terms of purchase are, 25% deposit with return of approved submittal drawings, net 30 days after delivery, no retention.

Once again, thank you for your interest in B.I.G. ENTERPRISES, INC. "We Build Your Image".

Sincerely,

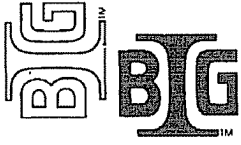

B.I.G. ENTERPRISES, INC.

Mike Durna
Sales Executive

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Specifications for Model Custom Leesburg Style Information\Parking Booth, designed in strict accordance to the latest editions of U.B.C., all electrical to be to N.E.C. and booth to have a U.L. Label. Unit to have base dimensions of 11' x 24' x 11' nominal height, and to have the following features.

FRAME : To be minimum A-500, 2" x 2" x .083 structural mechanical steel tubing, formed for accuracy.

WALL SYSTEM: To be minimum of A-527, 16ga. cold rolled galvanized steel panels MIG welded between frame and mullions for self aligning unitized system, insulated to R-10. Wall panels below the windows are to have a 1 1/8" x 4" horizontal reveal channel below the windows, with a stepped reveal channel at the base and 1" x 3" vertical reveal channels.

ROOF: To be designed for exterior use and to be a custom pyramid style, insulated to R-19 and constructed of internal steel framing with 3/4" exterior grade plywood siding that is covered with roofing paper and finished with 24ga. galvanized steel standing seam decking with baked on finish. Roof is to have a 6" overhang on all sides with a 4" tall fascia at the overhang. At the point where the overhang soffit meets the vertical walls, there is to be custom crown moulding, approximately 6" tall and deep.

FLOOR : Unit to have A-569, 11ga steel plate floor with heavy duty black 1/8" x 19" raised rubber tiles and base cove, mounted on a 3" steel tube frame and joists. Booth to have 1/4" steel anchor plates welded to floor frame with pre drilled holes for anchoring of unit.

DOORS : Unit to have one commercial steel framed slide doors top hung on a minimum of eight 2 1/4" steel ball bearing rollers with lower stainless steel guide, welded stainless steel pull handle and mortise lock.

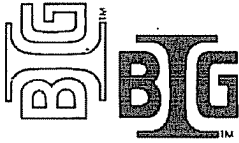
WINDOWS : Unit to have steel window frame system with flush mounted corners and welded fastening. Unit to have two custom steel framed horizontal slide windows, one mounted in each of the slide doors with fixed windows on all other sides, all glazing to be 3/4" Low E tinted tempered dual pane insulating glass, all windows are to have 1" painted colonial style mullions.

ELECTRIC SYSTEM : To be all U.L. approved fixtures wired to N.E.C. standards with, interior dual bulb fluorescent light fixtures recessed in steel ceiling and controlled by single pole wall switch, three duplex outlet receptacles under each shelf, all wired to 125 Amp, 120\240 volt, 24 pole, 3 wire single phase load center. Front shelf to also have two empty J-Boxes with conduit run to the stub area for Data & Communication lines by others.

We Build Your Image

B.I.G. Enterprises, Inc. 9702 East Rush Street South El Monte, California 91733-1731 (626) 448-1449 Fax (626) 448-3598

WORLD WIDE WEB: <http://www.bigbooth.com>



SHELF : Unit to have a 24" deep steel shelf mounted at 34" AFF on each 11' end wall, both covered with plastic laminate. Front shelf is to have one 5 bill locking cash drawer welded to the underside with removable tray.

CABINETS: Unit to have two locking painted steel cabinets approximately 36" wide x 34" tall x 15" deep. Cabinets to have two swing out doors, two drawers and one interior adjustable shelf.

DROP SAFE: Unit to have a steel drop safe welded to a pedestal under the shelf. Safe to have drop slot and dual custody lock system.

HEATER: Unit to have baseboard heater system controlled by a wall mounted thermostat.

RESTROOM: Unit to have a restroom area in the back of the booth, restroom to have all steel partition walls with all steel locking door, plumbing walls, hard points and floor cut-outs, 3" vent and fully flashed roof jack, exhaust fan, light, T.P. roll holder, paper towel dispenser, soap dispenser, water heater, grab bars, toilet and sink. All plumbing lines to be installed on site by others, all fixtures and accessories ship loose for on site installation by others.

WEATHER PROOFING : All seams and joints are to be pressure bonderized, all openings to be fully weather stripped, floor underside to be bitimous coated.

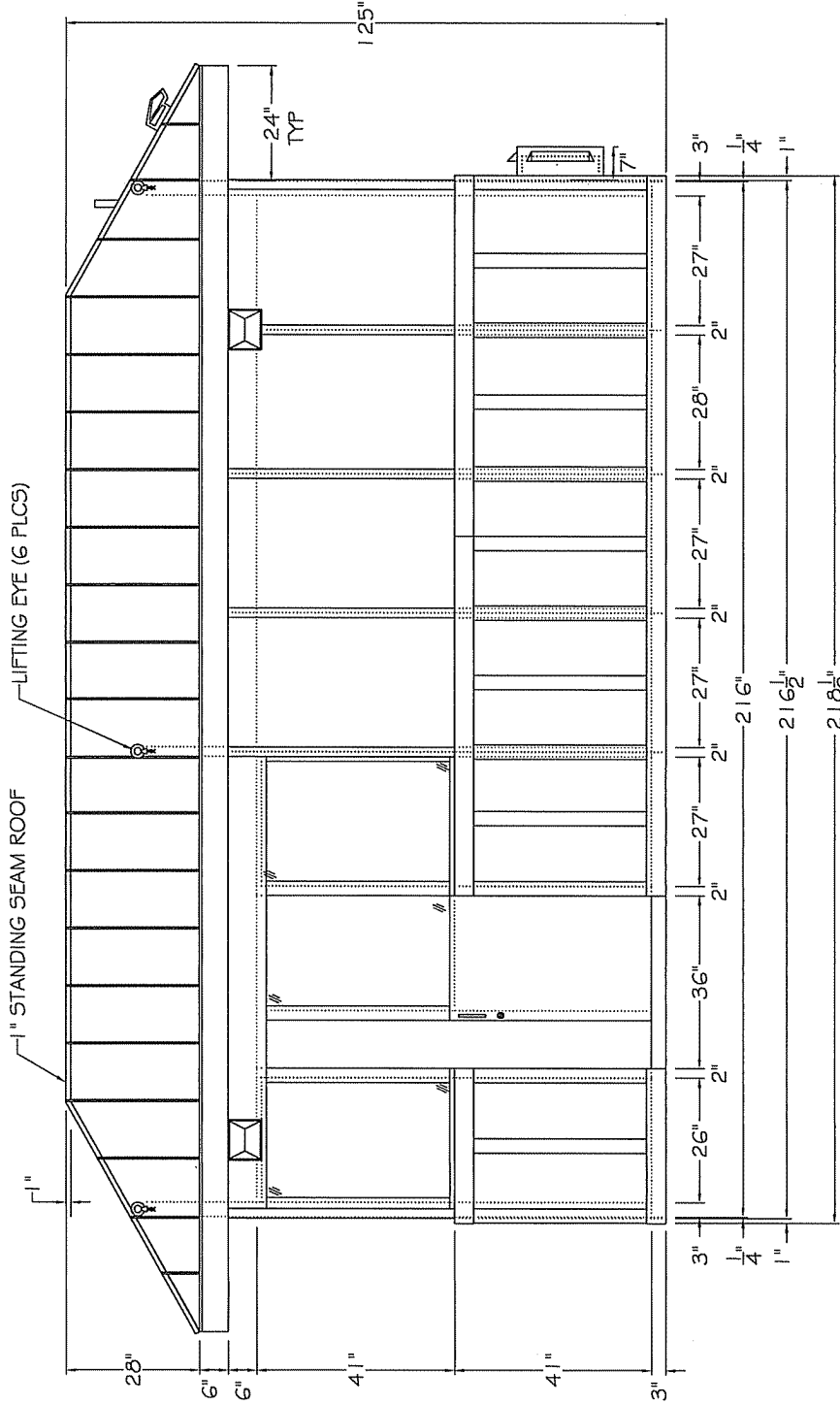
FINISH : Unit to be electrostatically painted with RUST inhibitive coating system. Using a High build primer, and two part catalyst polyurethane finish coat. Overall system to have minimum 5 mil rating, and to carry a minimum of 1500 hr. salt spray test. Color to be specified by customer.

We Build Your Image

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WORLD WIDE WEB: <http://www.bigbooth.com>

GE
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E1 LEFT ELEVATION
 SCALE 1/2" = 1' - 0"

B.I.G. ENTERPRISES
 THESE PLANS, DRAWINGS, AND/OR CADD FILES ARE THE
 COPYRIGHTED WORK OF B.I.G. ENTERPRISES AND IS A
 TRADEMARK OF B.I.G. ENTERPRISES. COPYING OR UNAUTHORIZED
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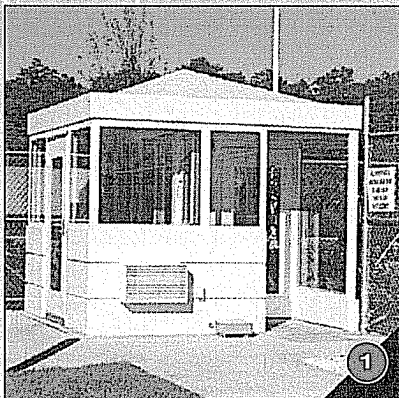
Find Out Why Demanding Clients Demand B.I.G.

"IF B.I.G. WASN'T THE BEST IN THEIR INDUSTRY, WE WOULDN'T USE THEIR BOOTH TO GUARD ACCESS TO OUR FACILITIES."

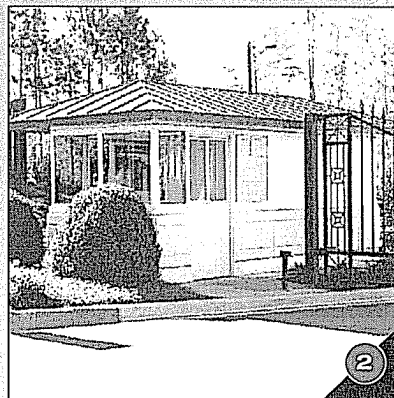
— Fortune 500 company

Granting access to your facility, toll-way or park is an important action. Your customers and employees are making judgments and decisions about you through what they experience and see as they enter your property.

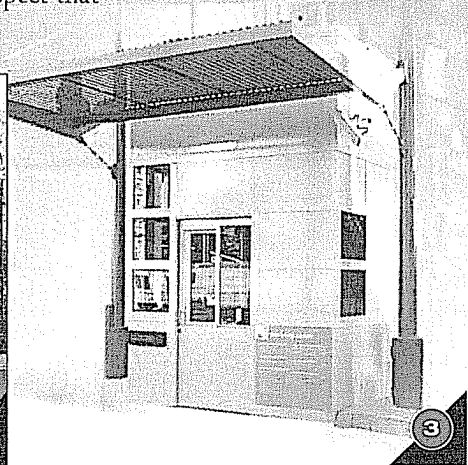
Creating good impressions about safety and security is a particular strength of the team at B.I.G. You know your perimeter is only as good as its weakest point, so first you identify the most vulnerable areas to control access to your facility or campus. Then, we mix your requirements with functionality, design and convenience to produce the perfect answer for your particular location—treating it with the individual respect that your situation deserves.



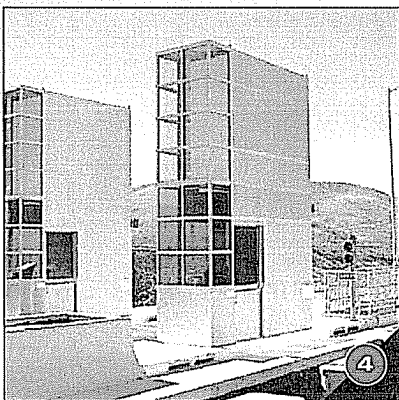
Guard Booth with Pedestrian Area
Model #DS99990C



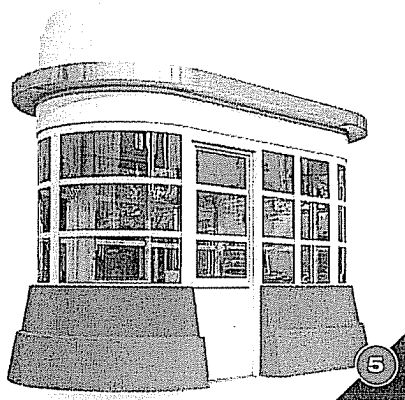
Deluxe Ocean Park with Restroom
Model #DOP7180B-RR



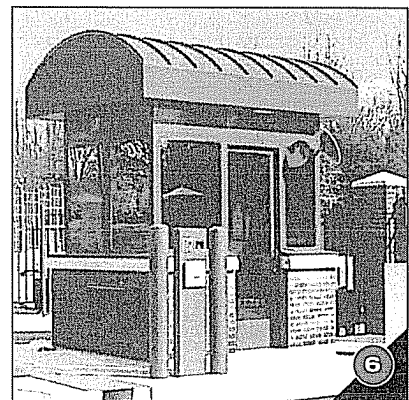
Custom Cashier Booth
Model #DC568A



2-story Stainless Toll Booth
Model #DSS411B



Park La Brea
Model #DRE55130B



Designer Series
Model #DC54740B

<u>Req No</u>	<u>Req Date</u>	<u>Item Name</u>	<u>Vendor No</u>	<u>Appr Status</u>	<u>Account No</u>	<u>PM Task and Type</u>	<u>Quantity</u>	<u>Price</u>	<u>Amount</u>
Dept: 500									
Employee No:GOLDO									
0000576	01/22/2009		BIGENTER	Approved	220-420-7000-720	-	1.00	65,053.00	65,053.00
								Employee Total:	65,053.00
								Dept Total:	65,053.00
								Grand Total:	65,053.00

[Handwritten Signature]
 01/22/2009