



# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### AGENDA TITLE:

Authorize Lease and Installation of a Temporary Parking Lot Booth for Municipal Lot #1

### RECOMMENDED MOTION:

Adopt a Resolution of the City Council of the City of Sausalito Appropriating the Funds for and Authorizing the City Manager to Enter into a Monthly Lease for and Install a Temporary Parking Lot Booth for Municipal Lot #1

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### SUMMARY

As Council is aware, the City of Sausalito's parking lot booth for Lot 1 has outlived its useful life. Due to its age, the booth has a combination of dry rot as well as termite damage. At its meeting of January 27, 2009, the City Council adopted a Resolution authorizing purchase of a pre-fabricated booth from B.I.G. Enterprises. At its February 10, 2009 meeting, Staff reported on the status of the procurement. At its June 9, 2009 meeting, Council authorized Walker Parking to review the floorplans and planned location for the new booth in the context of its recommendations to eliminate parking gates as part of the Parking, Access and Revenue Control Systems (PARCS) procurement. On the basis of Walker's subsequent work, both the floorplans and the planned location will change from those approved in January. Because of the planning and approvals necessary to design and locate a permanent replacement, as well as the impending Anchor Street Wastewater Lift Station Rehabilitation Project, Staff recommends that the current structure be replaced with a temporary workplace prior to the Spring 2010 parking season

### BACKGROUND

For some time, the City has recognized the need to replace the booth at Lot #1. On January 9, 2008, the Planning Commission of the City of Sausalito approved the conceptual application for a replacement booth. As the booth was part of an overall plan to improve downtown parking revenues, the implementation of the booth was suspended until further input from Walker Parking Consultants in regards to its intended usage and the number of employees that can be stationed inside.

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## ISSUES

The current parking booth is in disrepair and would need substantial repair before it would be serviceable again as the parking booth. To repair this structure would be, in staff's opinion, a poor use of City resources as the final location and size of the replacement booth has not been approved. A secondary issue with a booth being at the current location is the noxious odors emitted from the sewage "lift" station. The noxious odors negatively affect parking attendant morale and customers. The footprint of the existing booth interferes with the planned project area for the Anchor Street Wastewater Lift Station Rehabilitation Project currently scheduled for construction early next year.

Three alternatives were considered to temporarily replace the current booth. One would consist of purchase of the B.I.G. Enterprises booth and its temporary use. This alternative would be relatively expensive (\$63,000) and it is not clear whether an appropriate use for the booth would be found when a permanent replacement has been designed.

A second alternative would consist of rental of a mobile modular unit such as the one currently in use at 300 Locust Street. The main drawbacks to this type of structure are cost and that they are elevated between 20 and 24 inches off the ground. This would create the need for ramps suitable for wheelchair access. Depending upon the location selected, an elevated structure could obstruct water and San Francisco views.

A third alternative is based on a metal shipping container. While this option was originally not considered a viable option due to aesthetic reasons, a newer, wood-clad version was located from a vendor in Santa Rosa. This structure has the advantage of being placed directly on the ground. This allows for the structure to be placed in additional locations within Lot 1 and lessens the length of ramping which would be required. One disadvantage is that there are no provisions for a restroom in this type of building.

Parking Lot Supervisor Chris Maggiora spoke to her employees and expressed a preference for the shipping container alternative over a modular style.

Possible locations for the temporary structure include the northwest corner of the lot or the east side of the lot. There are positives and negatives for each location. Any structure at the east end might adversely affect views of the water and San Francisco. An east side location does, however, provide the lot attendants the best visual connection to Humboldt Street bus parking and the entrances to Lots #2 and #3.

After considering the alternatives, Staff recommends that the temporary booth be placed at the northwest side of the lot. As any temporary structure may bring objections based on its appearance, the hedges and trees would help screen the structure from the Bridgeway corridor in this area. However, attendants would not be able to visually monitor Humboldt bus parking.

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## FISCAL IMPACT

To lease a temporary container-type booth, the cost is \$163.50 per month.

Additional costs are:

Delivery fee \$105.00

Pick up fee \$105.00 (waived with a 1 year lease)

Painting (free with a 1 year lease)

Electrical hook-up. Unknown cost at this time.

Total cost for a 1 year lease, minus electric hook up: \$2,067.00

B.I.G. Booth: purchase price \$65,053 plus unloading, assembly and other costs.

Mobile Modular estimated rental costs:

10x32 with restroom for 12 months - \$231.00/mo

Delivery to Sausalito - \$382.00

Block/level - \$95.00

Dismantle - \$95.00

Return to Livermore - \$382.00

Handicap ramp rental - \$186.00/mo

Ramp installation/dismantle - \$2,300.00

Total estimated cost for 1 year rental, minus electrical: \$8,258

The recommended expenditures are not included in the approved budget. Staff recommends that the Purchase Order to B.I.G. Enterprises be voided, subject to reasonable cancellation fees for design services rendered by B.I.G. and that the unencumbered funds be appropriated in part as needed to cover the cost of rental of the recommended temporary booth and related installation costs. All other unencumbered funds will be returned to Parking Fund reserves.

## STAFF RECOMMENDATIONS

Staff recommends installing a temporary, container-type parking booth in Lot 1, until a permanent structure can be erected.

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**ATTACHMENTS**

1. A Resolution of the City Council of the City of Sausalito Appropriating the Funds for and Authorizing the City Manager to Enter into a Monthly Lease for and Install a Temporary Parking Lot Booth for Municipal Lot #1
2. Bid from Global Portable Buildings


PREPARED BY:

  
Kurtis Skoog, Sergeant

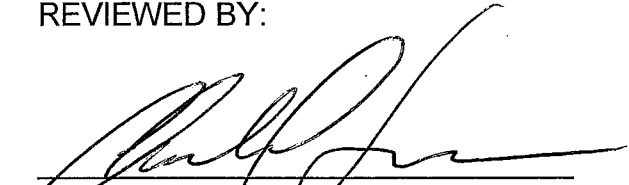
REVIEWED BY (Department Head):

  
Scott Paulin, Chief of Police

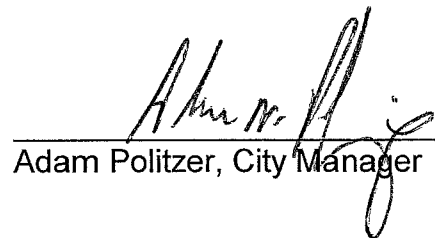
REVIEWED BY:

  
Jonathon Goldman, Director of Public Works

REVIEWED BY:

  
Charlie Francis, Administrative Services Director/Treasurer

SUBMITTED BY:

  
Adam Politzer, City Manager

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# Global Portable Buildings

P.O. Box 4559  
 Santa Rosa, CA 95402  
 Phone (707) 547-0840 Fax (707) 577-8649

DATE 12/2/2009  
 QUOTE # 120209-1  
 Customer ID

**Quote For:**  
 Kurtis Skoog

Quote expiration: 12/31/2009  
 Prepared by: Natalie/ per Sean

**Comments or Special Instructions:** Buyer/ Renter has relied on their own judgement and inspection of units, brochures, website and/ or floor plans in determining that the unit(s) described are of acceptable quality and making the decision to purchase accordingly. Pads and Footing costs are the responsibility of the Buyer/Renter.

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
Sean Taylor		TBD	Truck/ Trailer	Santa Rosa	
QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT	
1	Genesis 20' Rental per month		150.00	150.00	
1	Delivery fee		105.00	105.00	
0	Pick up fee		105.00		
	No charge with 1year rental				
1	Sales Tax @ 9%-Sausalito		13.50	13.50	
SUBTOTAL					\$ 268.50
TOTAL					\$ 268.50

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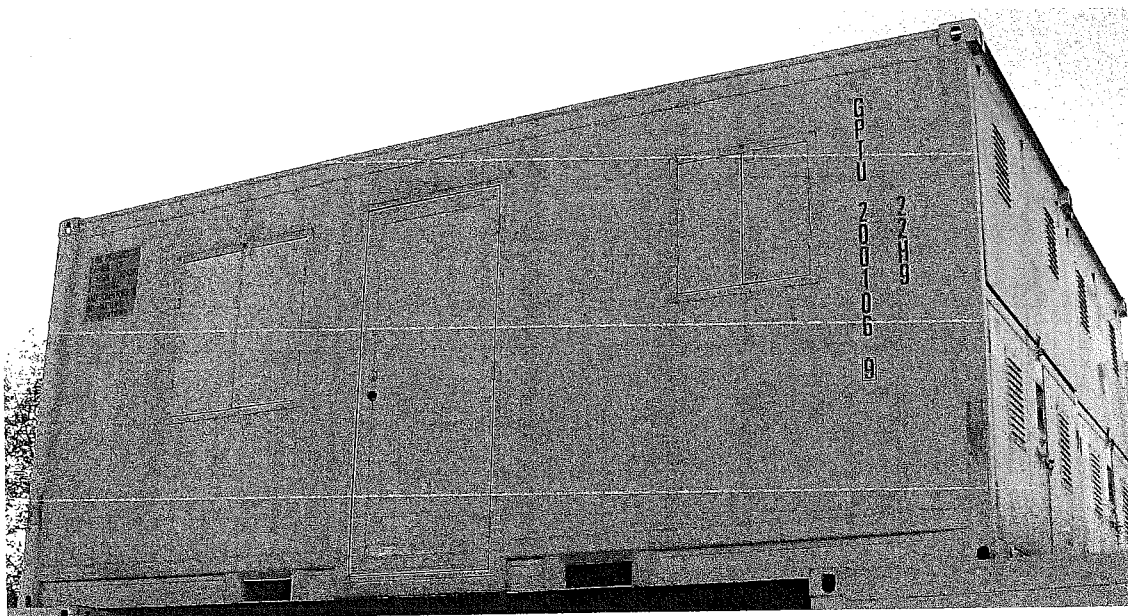


# SAUSALITO POLICE DEPARTMENT

## MEMORANDUM

**TO:** OMIT Committee  
**FROM:** Sergeant Kurtis SKoog  
**SUBJECT:** Proposed temporary Lot 1 building  
**DATE:** 12-10-2009

Below is an example of the proposed temporary building for Municipal Parking Lot #1. The building would be leased from Global Portal Buildings, Inc., a company owned by Chuck Bradley. Vice president of sales, Sean Taylor told me that if the City would commit to a 1 year lease, his company would paint the structure. The external warning and numbering decals would either be removed or painted over.



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# STAFF REPORT

## SAUSALITO CITY COUNCIL

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### 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

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### 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 booths<sup>1</sup>, 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

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

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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

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PREPARED BY:



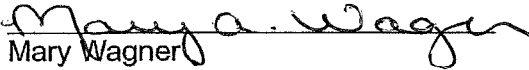
Jonathon Goldman  
Director of Public Works

REVIEWED BY:



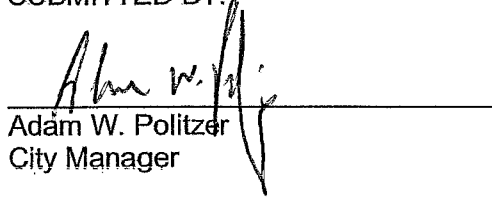
Charlie Francis  
Interim Finance Director

REVIEWED BY:



Mary Wagner  
City Attorney

SUBMITTED BY:



Adam W. Politzer  
City Manager

[Purch Lot 1 Booth]

ATTACHMENTS 3

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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**

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**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

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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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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>

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**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.

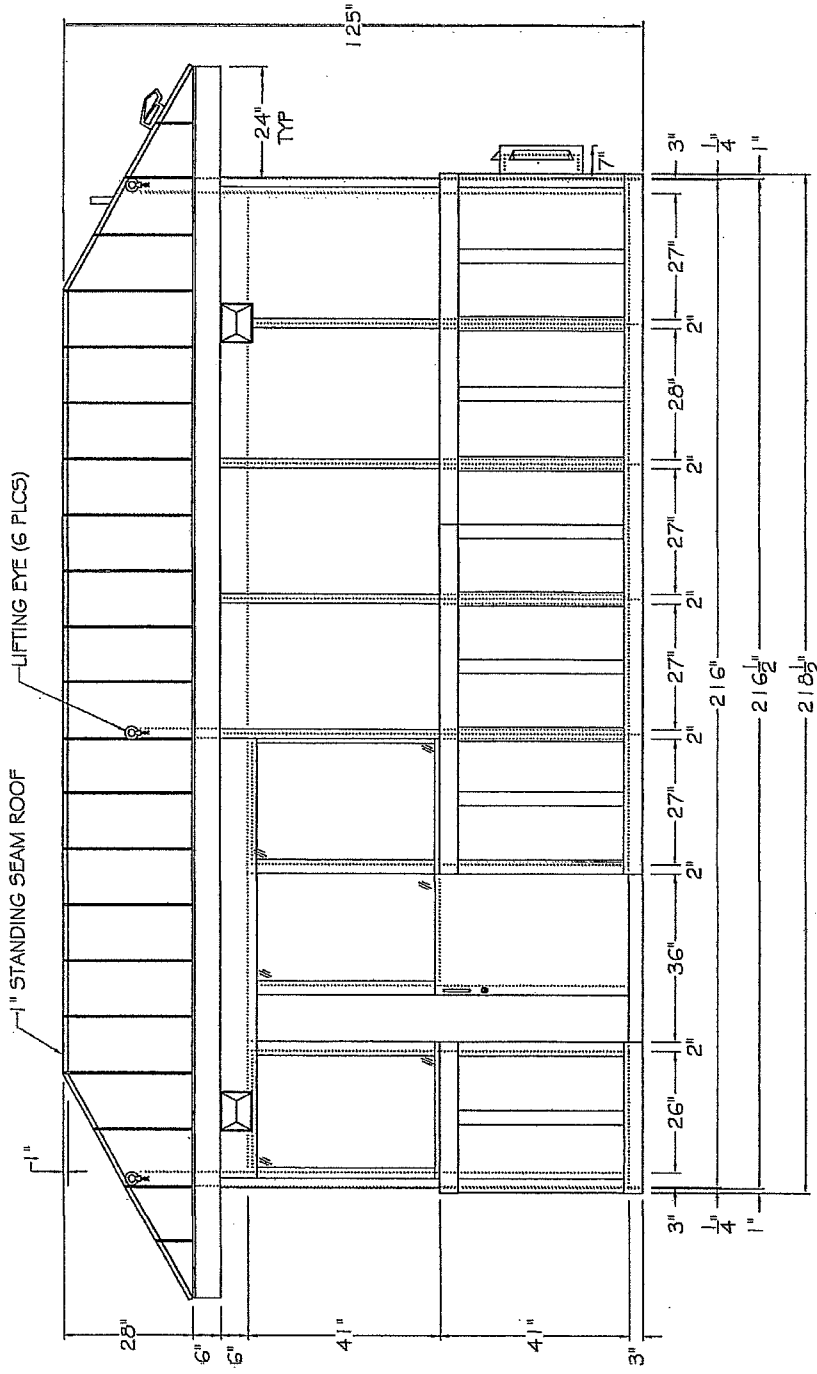
**We Build Your Image**

**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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**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  
 USE OF THESE DESIGNS OR ITS LIKENESS WILL BE PROSECUTED  
 TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE STATE  
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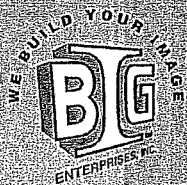


(E1) LEFT ELEVATION  
 SCALE 1/2" = 1' - 0"

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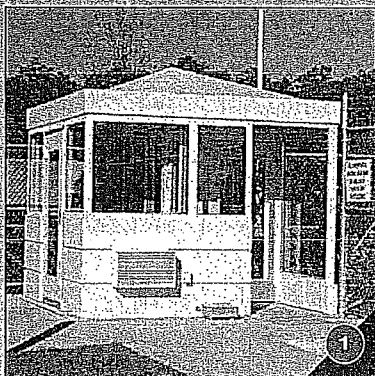
## Find Out Why Demanding Clients Demand B.I.G.

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

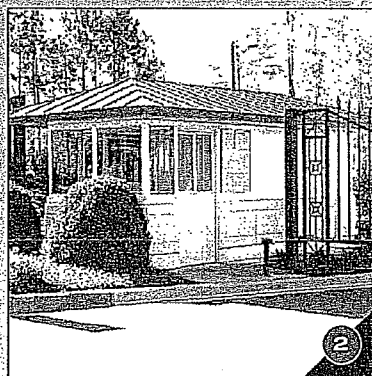
*— Fortune 500 company*

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.



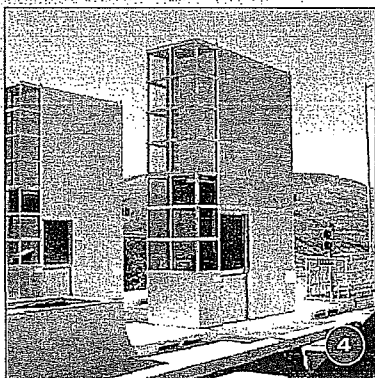
Guard Booth with Pedestrian Area  
Model #DS9999OC



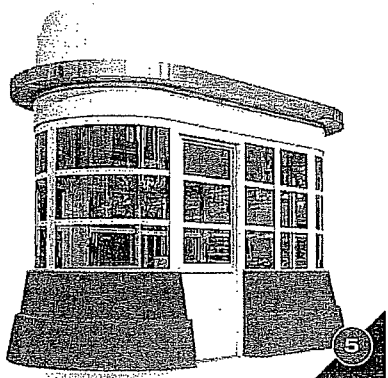
Deluxe Ocean Park with Restroom  
Model #DOP7180B-RR



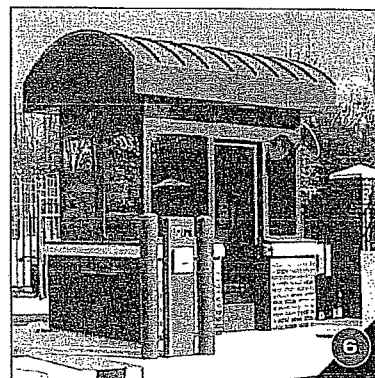
Custom Cashier Booth  
Model #DC568A



2-Story Stainless Toll Booth  
Model #DSS411B



Park La Brea  
Model #DRE55130B



Designer Series  
Model #DC54740B

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JGoldman

Requisitions Proof List

Date: 01/22/2009  
Time: 09:26:58

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

*[Handwritten Signature]*  
 2/1/2009

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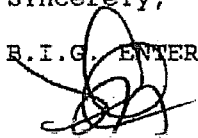
The electrical stub up will be in an area approved by the NEC and U.L. We will provide a clear opening in the floor, directly under the breaker panel, opening will be a minimum of 4" x 12". The power feed required for the items we provide in this booth is 40-70 amps, single phase service.

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

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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**RESOLUTION No. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAUSALITO  
RESCINDING RESOLUTION 4995, APPROPRIATING FUNDS FOR AND  
AUTHORIZING THE CITY MANAGER TO ENTER INTO A MONTHLY LEASE FOR  
INSTALLATION OF A TEMPORARY PARKING LOT BOOTH FOR MUNICIPAL LOT  
#1**

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**WHEREAS**, on June 24, 2008 the City Council adopted the 2008-2009 Annual Budget which included funding for replacement of the City's Booth in Parking Lot 1 (Parking Fund 220-420-7000-720 Building); and

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

**WHEREAS**, a custom, architect-designed booth was considered by City Staff but, 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 a 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**, with Resolution 4995 of January 27, 2009 the City Council awarded a Purchase Order to B.I.G. Enterprises in the amount of \$65,053 for purchase of the Pre-Fabricated Parking Booth; and

**WHEREAS**, with Resolution 5036 of June 16, 2009 the City Council accepted a report from Walker Parking Consultants Inc. recommending that the gates be removed from Parking Lots 1 and 3 as part of a program to replace Parking Access and Revenue Control Systems for the City; and

**WHEREAS**, with said Resolution 5036 of June 16, 2009 Walker Parking Consultants Inc. was authorized to perform a submittal review for the new parking booth approved for Lot 1 and provide recommendations for possible booth floor plan modifications based on intended use and final booth location selected by the City; and

**WHEREAS**, Walker Parking Consultants, Inc. met with City Staff including Public Works, Police and Parking Division employees and has determined that neither the floor plan nor the planned location for the new B.I.G. pre-fabricated booth satisfy the City's requirements at this time; and

**WHEREAS**, the City has imminent plans to perform construction in the area of the existing booth in conjunction with rehabilitation of the Anchor Street Wastewater Lift Station; and

**WHEREAS**, City Staff including Public Works, Police and Parking Division employees have identified and evaluated alternative courses of action to accommodate Parking Lot personnel during the upcoming peak parking season; and

**WHEREAS**, the alternatives evaluated included attempting to remain in the existing booth, purchasing the approved B.I.G. Enterprises booth and attempting to use it at a temporary location until a longer-term solution can be developed, renting modular office space pending a longer-term solution, or leasing a more Spartan shipping-container-type temporary structure for use until a permanent solution can be developed; and

**WHEREAS**, Staff recommends that leasing the twenty-foot "Genesis" shipping-container temporary structure available from Global Portable Buildings of Santa Rosa, California for a one-year initial term for the sum of \$2,067 plus tax and with an allowance of \$1,500 for electrical service will provide the best value to the City; and

**WHEREAS**, Staff recommends that the temporary structure be placed in the northwest corner of Parking Lot 1; and

**WHEREAS**, the booth approved from B.I.G. Enterprises is no longer needed, Staff recommends that the Purchase Order be cancelled, design fees in the amount of \$1,000 be paid to fully-compensate B.I.G. Enterprises for its work in designing the cancelled booth, and that the remaining funds encumbered for the booth purchase be released to the Parking Fund; and

**WHEREAS**, with the release of the B.I.G. booth funds Staff recommends that funds for the one-year lease of the shipping container structure as well as an allowance for electrical service be appropriated from the Parking Fund for the proposed project; and

**WHEREAS**, the existing booth structure is no longer needed, cannot be repaired, and is of no apparent salvage value, Staff recommends that it be demolished and properly disposed of.

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

1. Rescinds Resolution 4995 of January 27, 2009.
2. Authorizes the City Manager to execute a lease for the shipping-container type temporary office structure described in the attached and incorporated by reference hereunder quotation number 120209-1 dated December 2, 2009 from Global Portable Buildings for a term of one (1) year.
3. Authorizes the Administrative Services Director/Treasurer to: (a) pay B.I.G. Enterprises up to \$1,000 for its work in designing the booth approved for purchase under Resolution 4995, (b) release the remainder of the appropriated funds to the Parking Fund, and (c) appropriate funds for: (i) the one (1) year lease (\$2,067 plus tax), (ii) an allowance of \$1,500 for establishment of temporary electrical service for the leased office.
4. Authorizes the Director of Public Works to make accommodations for the acceptance, set-up and provision of electrical service to the temporary booth in the northwestern corner of Parking Lot 1 as soon as practicable in order to be prepared for the upcoming peak parking season; and to further demolish and properly dispose of the existing booth structure once the temporary structure has been rendered operational in order to

accommodate both the impending rehabilitation of the Anchor Street Wastewater Lift Station and to replace as many of the parking spaces lost to the temporary booth as possible in advance of the upcoming peak parking season. Costs to make such accommodations shall be charged to the Parking Fund.

**PASSED AND ADOPTED** at a regular meeting of the City Council of the City of Sausalito on the 12th day of January, 2010 by the following vote:

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

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MAYOR OF THE CITY OF SAUSALITO

ATTEST:

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CITY CLERK