



## Legislation Details (With Text)

**File #:** AI 13-1692    **Version:** 2    **Name:** office renovation  
**Type:** Action Item    **Status:** Passed  
**File created:** 12/19/2017    **In control:** Board of Directors  
**On agenda:** 1/9/2018    **Final action:** 1/9/2018  
**Title:** Consider recommendation from the Executive Committee to amend and extend the terms of a contract with Gonzalez Maintenance Construction for renovations to the EAA office facility, and to ratify expenses incurred in 2017.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. 17-872-AFS Gonzalez Main Const-Renovations EAA Building Ex 12-2017, 2. Gonzalez Maintenance Contract Amendment 01-02-18

Date	Ver.	Action By	Action	Result
1/9/2018	2	Board of Directors	approved	
1/2/2018	1	Executive Committee		

**Consider recommendation from the Executive Committee to amend and extend the terms of a contract with Gonzalez Maintenance Construction for renovations to the EAA office facility, and to ratify expenses incurred in 2017.**

### RECOMMENDED MOTION:

Move the board approve amendments to Contract No. 17-872-AFS with Gonzalez Maintenance Construction for renovations to the EAA office facility through March 31, 2018 for a total amount not to exceed \$66,510, and ratify expenses incurred in 2017 in excess of the General Manager's signature authority.

### SUMMARY:

On October 9, 2017, the EAA General Manager entered into a contract (Contract No. 17-872-AFS) with Gonzalez Maintenance Construction (Gonzalez) for renovations to the EAA office facility to accommodate additional staff and other organizational restructuring. Following the EAA's procurement procedures, staff entered into a contract with Gonzalez in the amount of \$47,640. The initial cost estimates for this project were within the EAA General Manager signature authority of \$50,000 and therefore did not require board approval.

In the course of renovation, staff approved change orders to the contract for work not anticipated prior to contract execution. First, Gonzalez completed some renovations to the Executive suite offices to improve communications and efficiencies. Additionally, data outlet plates on office walls that were scheduled for renovations did not have the requisite cables and connections necessary for data connections of printers, phones, and desktop computers. Finally, both the Finance and IT staff requested additional data ports to their office renovations which also were not included in the original

scope of work. The cost of these change orders was \$18,870, bringing the total cost of construction to \$66,510. The original contract anticipated all work would be completed by December 31, 2017. However, the change orders described above resulted in delays that prevented all work from being completed as originally scheduled.

EAA staff is requesting the Executive Committee recommend the board approve and amendment to Contract No. 17-872-AFS with Gonzalez Maintenance Construction in the amount of \$66,510 and extend the term of this contract from December 31, 2017 to March 31, 2018. Attached to this summary is a copy of the original contract as well as the letter amendment to this contract as discussed.

Additionally, staff is seeking an Executive Committee recommendation to ratify expenses in the amount of \$13,080 incurred in 2017, that exceeded the General Manager's signature authority.

At the January 2 meeting, the Executive Committee voted to recommend the board approve amendments to Contract No. 17-872-AFS with Gonzalez Maintenance Construction for renovations to the EAA office facility through March 31, 2018 for a total amount not to exceed \$66,510, and ratify expenses incurred in 2017 in excess of the General Manager's signature authority.

#### M/WBE PARTICIPATION:

Gonzalez Maintenance Construction is an M/WBE vendor.

#### STRATEGIC PLAN REFERENCE:

This agenda item does not relate to a specific goal within the Strategic Plan, but supports the general EAA mission.

#### FISCAL IMPACT:

Funding in the amount of \$63,080 is available in the 2017 operating budget to accommodate the items billed this year, and funding in the amount of \$3,430 is available in the 2018 operating budget for the items to commence next year (2018).