



NEWPORT BEACH

City Council Staff Report

September 10, 2019
Agenda Item No. 10

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Amendment No. One to On-Call Maintenance and Repair Services Agreement for Roll-Up Door Preventative Maintenance and As-Needed Repairs with Excel Door and Gate Company, Inc.

ABSTRACT:

In March of 2018, the City executed a two-year on-call agreement with Excel Door and Gate Company, Inc. to perform roll-up door maintenance and repair services at various City facilities. Since the execution of the agreement, ongoing maintenance for our facilities including Fire Stations, Libraries, Maintenance Yards, Marina Park, Oasis Senior Center and unforeseen emergency repairs has exceeded initial anticipated needs. The requested amendment extends the agreement term from two to five years and increases the total not to exceed limit from \$120,000 to \$500,000.

RECOMMENDATION:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve Amendment No. One to On-Call Maintenance and Repair Services Agreement for roll-up door preventative maintenance and as-needed repairs with Excel Door and Gate Company, Inc. to extend the term of the agreement to five years and increase the not to exceed amount by \$380,000 for a total not to exceed amount of \$500,000, and authorize the Mayor and City Clerk to execute the amendment.

FUNDING REQUIREMENTS:

The current adopted budget includes sufficient funding for these services. It will be expensed to the Facility Maintenance account in the Public Works Department, 0109041-851016, or other Department maintenance accounts as services are used.

DISCUSSION:

Many City facilities including fire stations, City yards, and community centers including the Civic Center, Marina Park, and Oasis Senior Center have large roll-up, sliding, and exterior swing doors that require service for safe and proper operation. In February of 2018, the City issued Request for Proposal (RFP) No. 18-34 for roll-up door maintenance and repair services. As a result of the RFP, the City selected Excel Door and Gate Company, Inc. and awarded a two-year on-call maintenance and repair services agreement with a not to exceed limit of \$120,000. The contract includes a set amount of regular and routine door maintenance as well as an allowance for emergency and other needed door repairs.

Since the execution of the agreement, ongoing maintenance of specialized doors at our City facilities as well as unforeseen emergency door repairs has exceeded initial anticipated needs. Emergency repairs at Fire Station No. 3, replacement of double glass doors at the Civic Center, and the replacement of electric door motors at the Corporation Yard are a few examples of the unanticipated repairs that have required the use of these on-call services. Additionally, other Departments' needs for door services have been higher than originally projected, resulting in a Citywide annual door services and maintenances need of around \$100,000 per year rather than \$60,000.

Staff has been pleased with the quality and timeliness of services received from this vendor to date. In order to accommodate the necessary maintenance and repairs moving forward, staff recommends amending the current agreement with Excel Door and Gate Company, Inc. to extend the agreement term from two to five years and to increase the not to exceed amount by \$380,000 for a new total not to exceed limit of \$500,000.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENT:

Attachment A – Amendment No. One to On-Call Maintenance and Repair Services Agreement (C-7381-1)