

APPROVED

NOV 01 2006

REPORT OF GENERAL MANAGER

NO. 06-328

DATE November 1, 2006

BOARD OF RECREATION  
and PARK COMMISSIONERS

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CITYWIDE FACILITY REPAIR – CONTRACT WITH T ENTERPRISES, INC., DBA CONCRETE CUTTING COMPANY FOR CONCRETE GROOVING AND TEXTURING

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K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Approve a proposed one-year contract with two one-year renewal options in the amount of \$90,000, substantially in the form on file in the Board Office, with T Enterprises, Inc., dba Concrete Cutting Company to provide concrete grooving and texturing of tennis courts and other sport court surfaces;
2. Find that in accordance with Charter Section 1022, the Department does not have personnel available in its employ with sufficient time and expertise to undertake these specialized professional tasks in a timely manner, nor does it own the specialized equipment cited by the contractor, and it is more economical and feasible to secure the services by contract;
3. Direct the Board Secretary to transmit the proposed contract forthwith to the Mayor in accordance with Executive Directive No. 3, and concurrently to the City Attorney for review and approval as to form; and,
4. Authorize the Board President and Secretary to execute the Contract upon receipt of the necessary approvals.

SUMMARY:

The Department of Recreation and Parks' Citywide Facility Repair Section oversees the Department's multi-year refurbishment program for tennis courts. The Department's objectives

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in the program are to resurface courts in pay-for-reservation courts every three years and non-pay courts every four years. Annually, the Department anticipates resurfacing 20 to 30 tennis courts and, on occasion, some basketball courts. The Department requires the services of an outside contractor to remove tennis court coatings and provide subsequent grooving or other surface preparation to enable Department forces to re-apply new coatings.

In April 2006, the Department of General Services provided written notification to the Department of Recreation and Parks that the current contract for concrete grooving and texturing, (No. 57706 with Concrete Cutting Company) would be expiring and General Services would not be re-bidding the services since City Charter changes necessitated that City departments utilize their own contracting processes to replace this contract.

On September 8, 2006, the Department released a Request for Bid. A pre-bid conference took place on September 20, 2006 with three potential bidders attending. One bid was received by the bid deadline of September 29, 2006 from T Enterprises, Inc., dba Concrete Cutting Company. The firm utilizes proprietary machinery which allows for the concrete work to be done quietly, with a very small dust and debris radius, so that play on the adjoining courts is not interrupted. The firm's bid was responsive, having met all specifications and including all required documents in compliance with the bid request. The Department has been satisfied with the firm's prior record of service and responsibility as a contractor.

### FISCAL IMPACT STATEMENT:

Use of this contract is subject to availability of funds set aside for the purposes of tennis court refurbishment annually in the General Fund 302, Activity 1247, Account 8740 and for the purposes of basketball courts refurbishment in General Fund 302, Activity 1247, Account 3160. To the extent funds are available, use of this contractor in connection with City staff to re-apply the surface maximizes efficient use of the funds and allows more courts to be refurbished.

Report prepared by Dale Wong Nguyen, Senior Management Analyst I, Administrative Resources Division.