



REPORT

DATE ISSUED: April 9, 2015

REPORT NO: HCR15-038

ATTENTION: Chair and Members of the San Diego Housing Commission
For the Agenda of May 8, 2015

SUBJECT: Award of Flooring Services Contract

COUNCIL DISTRICT: Citywide

REQUESTED ACTION

Exercise the first of four options to Valley Floor Covering, Inc. and GB Sales for ongoing routine services related to flooring repair and installation for the residents at San Diego Housing Commission-owned properties in the City of San Diego.

STAFF RECOMMENDATION

That the San Diego Housing Commission (Housing Commission) take the following actions:

- 1) Exercise the first of four contract renewal options to Valley Floor Covering, Inc. from an amount not to exceed \$84,000 to an amount not to exceed \$140,000. The renewal term shall be for a one (1) year period, leaving up to three (3) one-year options based on the needs of the Housing Commission;
- 2) Exercise the first of four contract renewal options to GB Sales from an amount not to exceed \$84,000 to an amount not to exceed \$140,000. The renewal term shall be for a one (1) year period, leaving up to three (3) one-year options based on the needs of the Housing Commission;
- 3) Authorize the President & Chief Executive Officer (President & CEO), or designee, to substitute the funding sources with other available funding sources so long as the total program/project budget amount after substitution does not exceed the approved total budget, should the operational need arise or should such actions be to the benefit of the Housing Commission and its mission; and
- 4) Authorize the President & CEO, or designee, to execute all documents and instruments that are necessary and/or appropriate to implement these approvals, in a form approved by General Counsel, and make such actions as are necessary and/or appropriate to implement these approvals.

SUMMARY

The Housing Commission has a continuing need for flooring repair and installation services at its affordable housing rental properties. Flooring repair and/or replacement services are provided on an as-needed basis depending upon the physical condition of the flooring surface. Flooring surfaces are inspected annually by Maintenance staff and upon turnover when a vacant unit is getting prepared for re-renting.

On March 10, 2014, the Housing Commission published a request for proposal (RFP) seeking licensed contractors for flooring services. On March 24, 2014, proposals were collected for the flooring repair and installation services work to be performed at the Housing Commission's affordable housing rental properties. After a thorough evaluation three contractors were selected and the Housing Commission executed agreements with the three contractors on May 31, 2014, each in an amount not to exceed \$84,000.

After a year of satisfactory services, the Housing Commission would like to exercise options to renew contracts with Valley Floor Covering Inc., and GB Sales. The Housing Commission has determined that the scope of work of the flooring services contract is better suited for two contractors than for three. Therefore, the Commission is seeking to exercise the first of four options for Valley Flooring Covering, Inc., and GB Sales.

FISCAL CONSIDERATIONS

The proposed funding sources and uses approved by this action were approved in the Fiscal Year (FY) 2015 Housing Commission budget and are included in the proposed FY 2016 Budget. Approving this action will not change the FY 2015 or FY 2016 Total Budget.

Approving this action will further give the President & CEO, or designee, the authority to substitute the funding sources with other funding sources available, should the operational need arise or should such action be to the benefit of the Housing Commission and its mission.

EQUAL OPPORTUNITY/CONTRACTING

Both Valley Floor Covering, Inc. and GB Sales are local businesses that are certified Small Businesses by the State of California and Section 3 Business Concerns by the Housing Commission. The Equal Opportunity Workforce Reports will be submitted for review and approval by the Housing Commission in advance of the execution of any contracts concerning this matter.

ENVIRONMENTAL REVIEW

This activity is not a project as defined by the California Environmental Quality Act Section 21065 and State CEQA Guidelines Section 15378(b)(5), as it is an administrative activity of government that will not result in direct or indirect physical changes in the environment. The determination that this activity is not subject to CEQA, pursuant to Section 15060(c)(3), is not appealable and a Notice of Right to Appeal the Environmental Determination (NORA) is not required. This activity is categorically excluded from the National Environmental Policy Act pursuant to Section 58.35(b)(3) of Title 24 of the Code of Federal Regulations as operating or maintenance related.

Respectfully submitted,

Jason Woo

Jason Woo
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Real Estate Division

Approved by,

Deborah N. Ruane

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Senior Vice President
Real Estate Division