



**SAN BENITO COUNTY
AGENDA ITEM
TRANSMITTAL FORM**

Dom Zanger
District No. 1

Kollin Kosmicki
District No. 2

Mindy Sotelo
District No. 3
Chair

Angela Curro
District No. 4
Vice-Chair

Bea Gonzales
District No. 5

Item Number: 1.14

MEETING DATE: 05/23/2023

DEPARTMENT: RESOURCE MANAGEMENT AGENCY

AGENDA ITEM PREPARER: Steve Loupe

DEPT HEAD/DIRECTOR: Steve Loupe

SUBJECT:

RESOURCE MANAGEMENT AGENCY – S. LOUPE, PUBLIC WORKS ADMINISTRATOR

Approve the Budget Adjustment Transfer from the Jail Impact Fund to the Capital Improvement Project (CIP) fund, in the amount of \$15,000.00; approve a contract with Key & Young Inc., dba Commercial Service Company for the supply, delivery, and installation of a jail walk-in freezer for the amount of \$149,509.00 and authorize the Public Works Administrator to sign it upon receipt of bonds and insurance certificates; authorize the Public Works Administrator to issue change orders in an amount of not to exceed \$11,507.00 (Contingency Amount) in accordance with the provisions of Public Contract Code section 20142(a); and authorize the Public Works Administrator to accept the completed improvements and perform all necessary closeout activities upon project completion. (4/5 Vote Required.)
SBC FILE NUMBER 105.3

AGENDA SECTION:

CONSENT AGENDA

BACKGROUND/SUMMARY:

The San Benito County Jail, located at 710 Flynn Road, Hollister, includes a commercial kitchen that provides food services to facility and a culinary vocational program. The commercial walk-in refrigerator and freezer combination unit is original to the Jail's 1992 original construction and noted as end of useful life in the County's 2021 facility condition assessment. The commercial freezer is showing signs of condensation and breakdown. A FY 2021-22 Capital Improvement Project- Jail Commercial Walk-In Freezer was requested by County Sheriff and presented to the Board of Supervisors in the FY 21-22

Capital Improvement Plan on May 18th, 2021. The Board of Supervisors approved this project, PWB-2120, to move forward.

An invitation for bid packet for a competitive bid process was prepared to follow board review and adoption of specifications and authorization to bid. The cost of the capital improvement project was anticipated to be \$146,016.00. Bids were due to be submitted to the County on February 1, 2022. Unfortunately, no bids were submitted to the County for this project.

Since that time, and pursuant to Public Contract Code section 20150.9 and the requirements of the San Benito County Purchasing and Contracting Policy Manual, the County has reached out to multiple vendors to provide the supply, delivery, and installation of the freezer. One responsive vendor, Key & Young Inc., dba Commercial Service Company, provided a proposal that met the requirements of the project and was very close to the proposed budget of \$146,016.00. Their proposed cost is \$149,509.00.

County staff is requesting a budget transfer from the Jail Impact fund of \$15,000.00 to be added to the originally authorized budget of \$146,016.00, so that the project has is funded in the amount of \$161,016.00. This will allow the project to have a contingency amount of \$11,507 to allow for unforeseen installation issues. Any unused contingency funds would be transferred back into the Jail Impact fund.

RESOLUTION OR ORDINANCE NEEDED FOR THIS ITEM:

No

CONTRACT NEEDED FOR THIS ITEM:

Yes

CONTRACT AND RFP HISTORY:

N/A

LAST CONTRACT AMOUNT OR N/A:

N/A

STATE IF THIS IS A NEW CONTRACT/ HOW MANY PAST AMENDED CONTRACTS/ OR N/A:

N/A

STRATEGIC PLAN GOALS: 1. Operational Development & Excellence

Yes

STRATEGIC PLAN GOALS: 2. Planning And Sustainable Growth

No

STRATEGIC PLAN GOALS: 3. Technology

No

STRATEGIC PLAN GOALS: 4. Community Engagement

No

STRATEGIC PLAN GOALS: 5. Health & Safe Community

No

BUDGETED:

No

BUDGET ADJUSTMENT NEEDED:

Yes

SOURCE OF FUNDING:

Non-general Fund

UNFUNDED MANDATE:

N/A

SBC BUDGET LINE ITEM NUMBER:

101.40.1195.1000.650.302

CURRENT FY COST:

\$15,000.00

STAFF RECOMMENDATION:

Staff Respectfully Recommend:

- 1) Approve the Budget Adjustment Transfer from the Jail Impact Fund to the Capital Improvement Project (CIP) fund, in the amount of \$15,000.00; and
- 2) Approve a contract with Key & Young Inc., dba Commercial Service Company for the supply, delivery, and installation of a jail walk-in freezer for the amount of \$149,509.00 and authorize the Public Works Administrator to sign it upon receipt of bonds and insurance certificates; and
- 3) Authorize the Public Works Administrator to issue change orders in an amount of not to exceed \$11,507.00 (Contingency Amount) in accordance with the provisions of Public Contract Code section 20142(a); and
- 4) Authorize the Public Works Administrator to accept the completed improvements and perform all necessary closeout activities upon project completion.

BOARD ACTION RESULTS:

1. Approved budget adjustment per staff recommendation. (5/0 vote)
2. Approved contract per staff recommendation. (5/0 vote)
3. Authorized Public Works Administrator to issue change orders per staff recommendation. (5/0 vote)
4. Authorized Public Works Administrator to accept completed improvements per staff recommendation. (5/0 vote)

ATTACHMENTS:

[Budget Adjustment - Jail Freezer](#)

[Contract Jail Walk-In Freezer](#)

[Fully Executed Budget Adjustment](#)

[Fully Executed Contract for Jail Walk-in Freezer](#)