



# County of Santa Cruz

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## GENERAL SERVICES DEPARTMENT

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073

(831) 454-2718 FAX: (831) 454-2710 TDD: (831) 454-2123

ROY HOLMBERG, DIRECTOR

December 7, 1999

AGENDA: January 11, 2000

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, California 95060

Re: RECOMMENDATION OF AWARD FOR 1020 EMELINE HVAC REPAIRS, 99C1- 003

Members of the Board:

At the December 7, 1999 Board meeting, bids were received for the 1020 Emeline HVAC Repairs project. Your Board directed the General Services Department to review bids and return on or before January 11, 2000 with a recommendation for award.

As directed, bids received have been reviewed and we believe that the lowest bidder, Cold Craft, Inc. with a bid of \$8,395 can accomplish the work to the County's satisfaction.

Sufficient funds are available in the General Services Facilities Budget, Index 333300/ G3 1002, Sub Object 3405, including a ten (10) per cent contingency.

It is therefore RECOMMENDED that your Board:

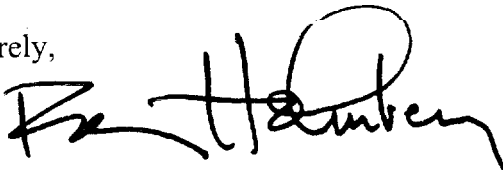
1. Award a contract to Cold Craft, Inc. in the amount of \$8,395 for the 1020 Emeline HVAC Repairs project; and
2. Authorize the General Services Director to notify the contractor and sign the contract agreements and associated documents on behalf of your Board; and

1020 Emeline HVAC Repairs  
January 11, 2000  
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3. Authorize the Director of General Services to approve change orders and appropriate \$840 in addition to the contract amount to cover change order expenditures, as required.

Sincerely,

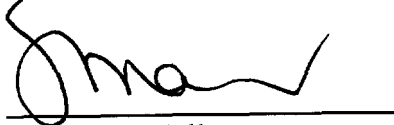


ROY K. HOLMBERG  
Director

Attachment ADM29

RH:BD

RECOMMENDED:



Susan Mauriello  
County Administrative Officer

cc: County Administrative Office  
County Counsel  
Auditor Controller  
General Services Department  
Cold Craft, Inc.

H:\MyFiles\recommendation of award\ROA 99003 .wpd

COUNTY OF SANTA CRUZ  
REQUEST FOR APPROVAL OF AGREEMENT

006

TO: Board of Supervisors  
County Administrative Officer  
County Counsel  
Auditor-Controller

FROM: General Services (Dept.)  
Paul H. Knutson (Signature) \_\_\_\_\_ (Date)

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of the same.

- Said agreement is between the County of Santa Cruz (Agency) and Cold Craft, Inc., P.O. Box 320248, Los Gatos, CA 95032-0104 (Name & Address)
- The agreement will provide 1020 Emeline WAC Repairs #99C1-003
- The agreement is needed as work can be completed more expediently by contract
- Period of the agreement is from Board Approval to June 30, 2000
- Anticipated cost is \$ 9,235.00 (Fixed amount; Monthly rate; Not to exceed)
- Remarks: Contract \$8,395 + contingencies \$840 = Total \$9,235
- Appropriations are budgeted in 333300 G31002 (Index#) 3405 (Subobject)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACH COMPLETED FORM AUD-74

Appropriations are available and have been encumbered. t N o . CO 92003 Date 12/28/99  
are not available and will be encumbered.  
GARY A. KNUTSON, Auditor - Controller  
By Ronald J. Silver Deputy.

Proposal reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the \_\_\_\_\_ to execute the same on behalf of the \_\_\_\_\_ (Agency).  
County Administrative Officer

Remarks: \_\_\_\_\_ (Analyst) By Bob Date 12-28-99

Agreement approved as to form. Date \_\_\_\_\_

Distribution:  
Bd. of Supv. - White  
Auditor-Controller - Blue  
County Counsel - Green \*  
Co. Admin. Officer - Canary  
Auditor-Controller - Pink  
Originating Dept. - Goldenrod  
\*To Orig. Dept. if rejected.  
ADM - 29 (6/95)

State of California )  
County of Santa Cruz ) ss  
I \_\_\_\_\_ ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz,  
State of California, do hereby certify that the foregoing request for approval of agreement was approved by  
said Board of Supervisors as recommended by the County Administrative Officer by an order duly entered  
in the minutes of said Board on \_\_\_\_\_ County Administrative Officer  
\_\_\_\_\_ 19 \_\_\_\_\_ By \_\_\_\_\_ Deputy Clerk