



County of Santa Cruz

GENERAL SERVICES DEPARTMENT

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

(831) 454-2210 FAX: (831) 454-2710 TDD: (831) 454-2123

BOB WATSON, DIRECTOR

May 16, 2002

AGENDA: June 4, 2002

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

RECOMMENDATION OF AWARD: COURTS AREA RECARPETING, 701 OCEAN STREET, SANTA CRUZ, #01C1-012

Members of the Board:

At your May 7, 2002 Board meeting, bids were received for the Courts Area Recarpeting, 701 Ocean Street, Santa Cruz Project. Your Board directed the General Services Department to review bids and return on or before June 4, 2002 with a recommendation of award.

As directed, the bids received have been reviewed and we are confident that the lowest bidder, Schaefer Floor Covering, with a bid of \$49,365, can accomplish the work to the County's satisfaction. Funding for this project is provided by Trial Court Operations Funds and will be available to cover the entire cost of the project upon the adoption of the attached resolution accepting unanticipated revenue from the Courts in the amount of \$8,289. Sufficient funds will be available in the Plant Budget, Index 191050, Sub Object 6610, User Code Q10071 including a ten (10) per cent contingency for construction and a two (2) per cent overhead cost for General Services Department administrative and project management expenditures.

It is therefore RECOMMENDED that your Board:

1. Adopt a resolution accepting and appropriating unanticipated revenue in the amount of \$8,289 to complete the financing for this project;
2. Award a contract to Schaefer Floor Covering, in the amount of \$49,365 for the Courts Area Recarpeting, 701 Ocean Street, Santa Cruz Project;
3. Authorize the General Services Director to notify the contractor and sign the contract agreements and associated documents on behalf of your Board; and
4. Authorize the General Services Director to approve change orders and encumber \$4,936 in addition to the contract amount to cover change order expenditures, as required.

Very truly yours,

BOB WATSON
General Services Director

RECOMMENDED:

SUSAN A. MAURIELLO,
County Administrative Officer

cc: Auditor-Controller
General Services Department
courts
Schaefer Floor Covering

Attachments: ADM-29; Agreement

COUNTY OF SANTA CRUZ REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: General Services (Department)

BY: [Signature] (Signature) 5-20-02 (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One)

Expenditure Agreement ☐

Revenue Agreement ☐

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

1. Said agreement is between the Santa Cruz County General Services Dept. (Department/Agency)
and Schaefer Floor Covering, 2800 Daubenbiss Ave., Soquel, CA 95073 (Name/Address)

2. The agreement will provide contractor services in connection with the Courts Area Recarpeting
Project #01C1-012

3. Period of the agreement is from June 4, 2002 to project completion

4. Anticipated Cost is \$ 54,301 ** ☐ Fixed ☐ Monthly Rate ☐ Annual Rate ☒ Not to Exceed

Remarks: ** Contract bid \$49,365 plus 10% contingency of \$4,936

5. Detail: ☐ On Continuing Agreements List for FY ____ - ____ . Page CC-____ Contract No: ____ OR ☒ 1st Time Agreement
☐ Section II No Board letter required, will be listed under Item 8
☒ Section III Board letter required
☐ Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 191050/Q10071 (Index) 6610 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and have been encumbered.
are not

Contract No: 12770

By: Adam J. V. [Signature] Date: 5/21/02
Auditor-Controller Deputy

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize
General Services (Dept/Agency Head) to execute on behalf of the [Signature]

Date: 5/20/02 By: [Signature] (Department/Agency)
County Administrative Office

Distribution:

Board of Supervisors - White
Auditor Controller - Canary
Auditor-Controller - Pink
Department - Gold

State of California
County of Santa Cruz

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 ap-
proved by said Board of Supervisors as recommended by the County Administrative Office by an
order duly entered in the minutes of said Board on _____ 20__

ADM - 29 (8/01)
Title I, Section 300 Proc Man

By: Deputy clerk

AUDITOR/CONTROLLER USE ONLY

CO _____ \$ _____
Document No. JE Amount Lines H/TL Keyed By Date

19 Auditor Description \$ _____ / _____
Amount Index Sub object User Code

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

Resolution No. _____

On the motion of Supervisor _____

Duly seconded by Supervisor _____

The following resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, the County of Santa Cruz is a recipient of funds from the Trial Courts
Operations Budget for the Courts Area Recarpeting Program; and

WHEREAS, the County is recipient of funds in the amount of \$ 8,289 which are
either in excess of those anticipated or are not specifically set forth in the current fiscal year
budget of the County; and

WHEREAS, pursuant to Government Code Section 29130 (c) / 29064 (b), such funds may be
made available for specific appropriation by four-fifths vote of the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County Auditor-
Controller accept funds in the amount of \$ 8,289 into Department
Capital Projects - 1 Ocean St., Santa Cruz

T/C	index Number	Revenue Subobject No.	User Code	Account Name	Amount
001	191050	2367/Q10071		Contributions from other agencies	\$8,289.00

and that such funds be and are hereby appropriated as follows:

T/C	index Number	Expenditure Subobject No.	User Code	Account Name	Amount
021	191050	6610/Q10071		Stuctures and Improvements	\$8,289.00

DEPARTMENT HEAD I hereby certify that the fiscal provisions have been researched and
that the Revenue has been received withing the current fiscal year.

By B. W. _____
Department Head

Date _____

COUNTY ADMINISTRATIVE OFFICER / CH ✓ / Recommended to Board

/ _____ / Not recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____, 20____ by the following vote (requires four-fifths vote of approval):

AYES: SUPVISORS

NOES: SUPVISORS

ABSENT: SUPVISORS

Chair of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:

Rafael Garcia 10.26.01
County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

Adam J. Vaz 5/21/02
Auditor-Controller

Distribution:

Auditor-Controller
County Counsel
County Administrative Officer
Originating Department

CONTRACT No. _____

THIS AGREEMENT is entered into, this 4th day of June, 2002 by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and Schaefer Floor Covering hereinafter called CONTRACTOR.

ARTICLE I. WITNESSETH, WHEREAS, the Board of Supervisors of said County has awarded a Contract to Contractor for performing the work hereinafter mentioned in accordance with the sealed proposal of said Contractor. NOW, THEREFORE, it is agreed as follows:

CONTRACTOR agrees with COUNTY, at the Contractor's own proper cost and expense, to do all the work and furnish all the labor, materials, equipment, and all utility and transportation services necessary to construct and complete in a good, professional and substantial manner and to the satisfaction of the COUNTY, the Courts Area Recarpetina. 701 Ocean Street, Santa Cruz project in Santa Cruz County, in accordance with the Notice to Bidders, specifications and plans, special provisions, and bidder's proposal; the items and quantities of which are more particularly set forth in the Contractor's Proposal, therfor, on file in the Office of the County Clerk.

The Contractor shall begin the work within ten (10) calendar day after receiving the "Notice to Proceed" and shall diligently prosecute the same to completion before the expiration of 90 calendar days from the date of said "Notice to Proceed."

The work to be done is shown upon plans entitled "Courts Area Recarpetina. 701 Ocean Street, Santa Cruz, approved April 9, 2002, which said project plans are hereby made a part of this contract.

ARTICLE II. COUNTY hereby promises and agrees with CONTRACTOR to employ, and does hereby employ, CONTRACTOR to provide the materials and to do the work according to the terms and conditions herein contained. The said parties for themselves, their heirs, executors, administrators, successors and assigns, do hereby agree to the full performance of the covenants herein contained.

ARTICLE III. The statement of prevailing wages appearing in the General Prevailing Wage Rates is hereby specifically referred to and by this reference is made a part of this contract. It is further expressly agreed by and between the parties hereto that should there be any conflict between the terms of this instrument and the bid or proposal of said CONTRACTOR,' then this instrument shall control and nothing herein shall be considered as an acceptance of the said terms of said proposal conflicting herewith.

ARTICLE IV. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree the CONTRACTOR is ~~an~~ independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. By my signature hereunder, as CONTRACTOR, I certify that I ~~am~~ aware of the provisions of Section **3700** of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

Principal Test: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

Secondary Factors: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) the skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and workplace; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is **by** the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) the COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation **of** an independent contractor relationship, but rather that overall there are significant secondary factors which indicate that CONTRACTOR is an independent contractor.

ARTICLE V. This Contract shall consist of the following documents, each of which is on file with the Santa Cruz County Clerk of the Board, and all of which are incorporated herein, and made a part of hereof by reference thereto: (a) This Agreement; (b) Guarantees; (c) Notice to Bidders, inviting sealed proposals; (d) Specifications entitled Courts Area Recarpeting, 701 Ocean Street, Santa Cruz; (e) Plans entitled: Courts Area Recarpeting, 701 Ocean Street, Santa Cruz; (f) Bidder's Bond; (g) Accepted Proposal; (h) Performance Bond; (i) Payment Bond; (j) Certificate of Worker's Compensation Insurance; (k) Certificate of General Liability Insurance; (l) Certificate **of** Auto Liability Insurance.

ARTICLE VI. CONTRACTOR agrees to receive and accept the sum of \$49,365, subject to additions and deductions, as approved by the COUNTY, as full compensation for furnishing all materials and for doing all the work contemplated and embraced in this agreement; also for all loss or damage, arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties or obstructions which may arise or be encountered in the prosecution of the work until its acceptance by the COUNTY, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work and for well and faithfully completing the work, and the whole thereof, in the manner and according to the plans and specifications, and the requirements **of** the Engineer.

ARTICLE VII. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS.

CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which shall include, without limitation, its officers, agents, employees and volunteers) from and against:

(1) Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Agreement, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

(2) Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees, and agents engaged in the performance of this Agreement (including, without limitation, unemployment insurance, social security, and payroll tax withholding.)

ARTICLE VIII. COUNTY CODE SECTION 2.37.107 TROPICAL WOOD Any bid, proposal, or other response to a solicitation for bid or proposal which proposes or calls for the use of any tropical hardwood or wood product in performance of the contract shall be deemed non-responsive. The contractor shall not provide any items in performance of this contract which are tropical hardwoods or tropical hardwood products. The County of Santa Cruz urges companies not to import, purchase, obtain, or use for any purpose, any tropical hardwood or tropical hardwood product. In the event any bidder or contractor fails to comply in good faith with any of the provisions of County Code Section **2.37.107**, the bidder or contractor shall be liable for liquidated damages in an amount equal to the bidder's or contractor's net profit under the contract, or five percent (5%) of the total amount of the contract dollars, whichever is greater. The contractor acknowledges and agrees that the liquidated damages assessed shall be payable to the County upon demand and may be set off against any monies due to the bidder or contractor from any contract with the County.

ARTICLE IX. EQUAL EMPLOYMENT OPPORTUNITY. During the performance of this agreement, CONTRACTOR agrees as follows:

(1) During the performance of this contract, contractor and its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical disability, medical condition (cancer related), marital status, pregnancy, age (over 18), sex, sexual orientation, veteran's status or any other non-merit factor unrelated to job duties. Contractors and Subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

(2) The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition

(cancer related), marital status, pregnancy, sex, sexual orientation, age (over 18), veteran status, or any other non-merit factor unrelated to job duties.

(3)The contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this contract.

IN WITNESS WHEREOF, COUNTY has caused these presents to be executed by its officers thereunto duly authorized and CONTRACTOR has subscribed same.

SCHAEFER FLOOR COVERING

Date _____ By _____

Address: _____

Phone: _____

Fax: _____

COUNTY OF SANTA CRUZ

Date _____ By _____

ATTEST:

CLERK, BOARD OF SUPERVISORS

Approved as to insurances:

RISK MANAGEMENT

DATE

Approved as to form:

COUNTY COUNSEL

DATE