

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

722



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
August 4, 2011

**SUBJECT:** Department of Veterans' Services Office – Award of Contract

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve Addenda No.1 to the plans and specifications that were issued to all plan holders prior to the August 8, 2011 bid opening;
2. Waive any minor irregularities and award the construction contract to D. Webb Incorporated as the lowest responsive bidder in the amount of \$213,446 and authorize the Chairman of the Board to execute the contract documents on behalf of the Board; and
3. Authorize the Assistant County Executive Officer/EDA to administer the construction agreement in accordance with applicable Board policies.

**BACKGROUND:** (Commences on page 2)

*RF Field*

Robert Field  
Assistant County Executive Officer/EDA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 213,446	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2011/12

**COMPANION ITEM ON BOARD OF DIRECTORS AGENDA:** No

<b>SOURCE OF FUNDS:</b> 73% Project Management Office Budget, 27% Deferred Maintenance	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE  
BY: *Jennifer L. Sargent*  
County Executive Office Signature

Dept't Recomm.:  Consent  Policy  
Per Exec. Ofc.:  Consent  Policy

Prev. Agn. Ref.: 3.23 of 7/12/11; 3.19 of 3/29/11 | District: 2 | Agenda Number: 3.105

FISCAL PROCEDURES APPROVED  
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
 BY: *Samuel Wong*  
 SAMUEL WONG  
 Departmental Concurrence  
 FORM APPROVED COUNTY COUNSEL  
 8/10/11  
 DATE  
 BY: *Marshall Victor*  
 MARSHALL VICTOR

**BACKGROUND:**

On July 12, 2011, the Board of Supervisors approved the plans and specifications for the Department of Veterans' Services Office project and authorized the Clerk of the Board to advertise for bid.

During the advertisement period, one (1) addendum was issued to the plans and specifications for the project. Bidders are required to acknowledge and take into account the issued addendum on their bid proposal to be considered for award. The addendum was issued to clarify and modify the approved project contract documents.

On August 8, 2011, four bids were received. The Economic Development Agency and County Counsel reviewed the bids and found D. Webb Incorporated to be the apparent low bidder. Upon completion of the bid process and review, it was discovered that the reprographic company failed to include the Non-Collusion Affidavit in the contract documents as part of the specifications issued to all contractors, therefore none of the bidders included this in their bid submittals. As apparent low bidder, D. Webb Incorporated immediately upon notification of this oversight confirmed that they would submit an executed Non-Collusion Affidavit as part of its contract package to fulfill this statutory requirement. As the error was on the part of the County's agent, and all bidders received the same specification package, acceptance of the affidavit with the contract submittal does not provide any economic advantage. Therefore it is recommended that the Board find in this instance that the failure to submit the Non-Collusion Affidavit with the bid documents was a minor irregularity and award the construction contract to D. Webb Incorporated in the amount of \$213,446.

All costs associated with this project will be funded by the Project Management Office Budget and Deferred Maintenance.

Attachments:

- Addendum No. 1 to the plans and specifications
- Construction agreement documents between D. Webb Incorporated and County of Riverside