

FORM APPROVED COUNTY COUNSEL

REVIEWED BY CIP BY: M. Hake DATE: 3/25/13

BY: Christopher Hans Departmental Concurrence

Chief Hake  
Riverside County Probation Department

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

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

114



**SUBMITTAL DATE:**  
March 28, 2013

**FROM:** Economic Development Agency

**SUBJECT:** Probation Department Southwest Justice Hall Security Camera Project – Notice of Completion

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

1. Approve the reduction of the contract retention for Keystone Builders, Inc. from 10% to 5% per the general conditions of the contract and authorize the release of \$47,495 in retained funds to the contractor in accordance with the contract terms; and
2. Accept the Probation Department Southwest Justice Hall Security Camera Project constructed by Keystone Builders, Inc. as complete, and authorize the Clerk of the Board to record the Notice of Completion.

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

FISCAL PROCEDURES APPROVED  
PAUL ANGULO, CPA, AUDITOR-CONTROLLER  
BY: Lisette Rose 3/27/13  
Lisette Rose

*[Handwritten Signature]*

Robert Field  
Assistant County Executive Officer/EDA

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 47,495	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 47,495	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2012/13

**COMPANION ITEM ON BOARD AGENDA:** No

<b>SOURCE OF FUNDS:</b> 30% Capital Improvement-General Fund Designation Funds; 70% Probation Department Funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

*[Handwritten Signature]*

BY: Jennifer L. Sargent

**County Executive Office Signature**

Prev. Agn. Ref.: 3.22 of 1/10/12; 3.21 of 4/26/11

District: 3/3

Agenda Number: **3-15**

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

**BACKGROUND:**

On January 10, 2012, the Board of Supervisors approved the plans and specifications, authorized the Clerk of the Board to advertise the Notice Inviting Bids, and authorized the Chairman of the Board to execute the construction agreement on behalf of the Board of Supervisors provided that the lowest bid fell within the allotted project budget amount for construction.

On March 27, 2012, the Chairman of the Board executed the construction agreement to the lowest responsible bidder, Keystone Builders, Inc., in the amount of \$465,500. During the course of construction, three change orders were approved for the combined amount of \$9,451 increasing the contract value to \$474,951.

The general conditions of the contract state that after the 50% completion point of the contract work, if satisfactory progress is being made, the county has sole discretion to reduce the retention to a minimum of 5% of the contract. Keystone Builders, Inc. has completed the work on time, within budget, and in a professional manner. Therefore, the Economic Development Agency recommends that the contract retention be reduced to 5% of the contract and the Clerk of the Board record the Notice of Completion.

The project has been inspected and found to comply with all contract requirements. This Board action will release \$23,747 upon approval, which is 5% of the total contract and the remaining retention funds of \$23,748 after 35 days, to Keystone Builders, Inc., for the total amount of \$47,495.

Sufficient funds for this project are budgeted for FY 2012/2013. All costs associated with this project will be funded with 30% Capital Improvement General Fund Designation Funds and 70% Probation Department Funds, thus no additional net county costs will be incurred.

Attachment:

Notice of Completion

