

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



**ITEM: 3.6**  
(ID # 26845)

**MEETING DATE:**  
Tuesday, February 04, 2025

**FROM :** FACILITIES MANAGEMENT

**SUBJECT:** FACILITIES MANAGEMENT (FM) County Administration Center (CAC) Annex Emergency Boiler Replacement Project– California Environmental Quality Act (CEQA) Exempt Pursuant to Section 15301 Class 1 Existing Facilities, Section 15302 Class 2 Replacement or Reconstruction, and Section 15061 (b)(3) Common Sense Exemptions; Declaration of Emergency, Approval of In-Principle and Preliminary Project Budget, Ratify and Approve Emergency Procurement Purchase Order FMARC-0000119200 with ACCO Engineered Systems, Inc.; District 1. [\$227,787 - 100% Facilities Management Deferred Maintenance Fund 11208](4/5 vote required)

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

1. Approve the County Administrative Center (CAC) Annex Emergency Boiler Replacement (CAC Annex Emergency Boiler Replacement) Project for inclusion in the Capital Improvement Program (CIP);
2. Find that the CAC Annex Emergency Boiler Replacement Project is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Section 15301 Class 1 Existing Facilities Categorical Exemption, Section 15302 Class 2 Replacement or Reconstruction Exemption, and Section 15061 (b)(3) "Common Sense" Exemption;

**ACTION:4/5 Vote Required, Policy, CIP**

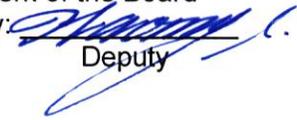
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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Washington, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez  
Nays: None  
Absent: None  
Date: February 4, 2025  
xc: FM

Kimberly A. Rector  
Clerk of the Board

By:   
Deputy

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

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

3. Find that an emergency, as defined by Section 1102 of the Public Contract Code, existed at the County Administrative Center Annex, located at 4080 Lemon Street in Riverside, California, and authorize actions taken by the Director of Facilities Management to order any emergency repairs and enter into and administer all necessary agreements and documents that are necessary to respond to the emergency, pursuant to Riverside County Board of Supervisors Resolution 2003-23;
4. Approve a preliminary project budget in the not to exceed amount of \$227,787 for the Project;
5. Authorize the use of Facilities Management Deferred Maintenance Fund 11208 in the not to exceed amount of \$227,787, including reimbursement to FM for incurred emergency project related expenses;
6. Ratify and approve the Emergency Procurement Purchase Order FMARC-0000119200 with ACCO Engineered Systems, Inc., of Pasadena, California that was issued for procurement of emergency services in the amount not to exceed \$180,667 to provide boiler installation pursuant to Board Policy B-11 emergency authority and Resolution No. 2003-23;
7. Delegate project management authority for the Project to the Director of Facilities Management, or designee, in accordance with applicable Board policies, including the authority to utilize consultants on the approved pre-qualified list for services in connection with the Project, and are within the approved project budget;
8. Authorize and direct the Director of Facilities Management, or designee, to return to the Board of Supervisors to ratify and report all emergency actions taken for the CAC Annex Emergency Boiler Replacement Project, pursuant to Board Policy B-11 and Chapter 2.5 of the California Public Contract Code Section 22050 et seq.; and
9. Authorize the Purchasing Agent to issue Purchase Orders for the sum of all project contracts and/or work orders which shall not exceed the approved project budget.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 227,787	\$ 0	\$ 227,787	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> 100% Facilities Management Deferred Maintenance Fund 11208			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 24/25	

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

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

**BACKGROUND:**

**Summary**

The Riverside County Administrative Annex is located at 4080 Lemon Street in Riverside, California, 92501. On December 5, 2024, the Facilities Management maintenance team discovered that the burner on Boiler 1 had failed, and Boiler 2 was unable to maintain adequate heat, causing a loss of heat to the CAC Annex Facility. The existing boilers were shut down as a means to mitigate any damages including potential flooding to the building. The immediate replacement of the boilers is needed to maintain the health and safety to all areas of the CAC Annex and to avoid disruption to County operations.

On December 6, 2024, Facilities Management (FM) issued an emergency declaration pursuant to the authority delegated in Resolution 2003-23 by the Board of Supervisors (Board), allowing immediate action to procure contracts to provide emergency work without competitive bidding. Failure to immediately address the replacement of the boiler poses a clear and imminent danger to the health and safety of the employees and public.

Facilities Management recommends the Board approve the CAC Annex Emergency Boiler Replacement Project and the preliminary project budget in the not to exceed amount of \$227,787 which will enable FM to complete the Project documentation and ensure the Project meets health and safety requirements. FM will return to the Board to ratify and approve any emergency actions taken which require Board approval pursuant to Board Policy B-11 and Chapter 2.5 of the California Public Contract Code Section 22050 et seq.

With certainty, there is no possibility that the Project may have a significant effect on the environment. The project is limited to the replacement of two boilers. Therefore, the CAC Annex Emergency Boiler Replacement Project is exempt as the project meets the scope and intent of the "Common Sense" Exemption identified in Section 15061 (b)(3), Class 1 Existing Facilities Exemption identified in Section 15301, and Class 2 Replacement or Reconstruction Exemption identified in Section 15302. A Notice of Exemption will be filed by FM staff with the County Clerk and the State Clearinghouse within five days of Board approval.

**Impact on Residents and Businesses**

The CAC Facilities Management Annex Boiler Replacement Project will ensure a safe and healthy environment for employees and visitors within the Annex building.

**Additional Fiscal Information**

The approximate allocation of the preliminary project budget is as follows:

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<b>BUDGET LINE ITEMS</b>	<b>BUDGET AMOUNT</b>
DESIGN PROFESSIONAL OF RECORD	10,388
SPECIALTY CONSULTANTS	0
REGULATORY PERMITTING	5,000
CONSTRUCTION	180,667
COUNTY ADMINISTRATION	6,000
PROJECT CONTINGENCY	25,732
<b>PRELIMINARY PROJECT BUDGET</b>	<b>\$227,787</b>

The costs associated with this Board action will be funded by 100% Facilities Management Deferred Maintenance Fund 11208 and will be expended in FY 24/25.

Attachments:

- Notice of Exemption
- B-11 Emergency Declaration
- FMARC\_0000119200 AATF

  
Stacy Orton, Assistant Director of Purchasing 1/21/2025

  
Evangelina Gregorio EO, Principal Mgmt Analyst 1/23/2025

  
Aaron Gettis, Chief of Deputy County Counsel 1/23/2025



Rose Salgado  
Director of Facilities Management

To: Rose Salgado, Director of Facilities Management  
From: Stacey Chester, Interim Deputy Director  
Date: December 6, 2024  
Subject: Emergency Boiler Replacement for the County Administration Center (CAC) Annex Facility (RV1005) due to Boiler Failure

The County’s Administrative Center (CAC) Annex is located at 4080 Lemon Street, needs an emergency boiler replacement of both units. On Thursday, December 5, 2024, Facilities Management maintenance team discovered the burner on the working Boiler 1 failed, and Boiler 2 had recently gone into disrepair causing a loss of heat to the CAC Annex Facility. Both units are beyond their useful life and can no longer be repaired and must be replaced. The existing boilers have been shut down as a means to mitigate any damages including potential flooding to the building. With the winter months approaching, we must resolve this issue to provide heat to all areas of the CAC Annex and avert any disruption to County operations.

The estimated costs for the total project is \$230,000. It is imperative to move fast, as the lead time for boilers can be lengthy, so there is a need to order immediately to secure timely acquisition of necessary materials and equipment.

The emergency declaration will not permit a delay resulting from a competitive solicitation for bids and be detrimental to the interests of the County because of the lead time associated with this type of repair which may impact the County from conducting business, as this is the building that houses their staff year-round.

Therefore, with this memorandum, the Director of Facilities Management, Rose Salgado, is declaring this to be an emergency pursuant to County of Riverside Board Policy B-11, Section IV *Emergency Action* which states in part:

In the case of emergency (as defined by Public Contract Code Section 1102, "...[which] means a sudden, unexpected occurrence that poses a clear And imminent danger, requiring immediate action to prevent or mitigate the loss Of impairment of life, health, property, or essential public services").

The procurement of necessary equipment, services, and supplies made under this declaration of emergency shall only be for the purpose of meeting needs created by the emergency and shall be subject to the requirements and reporting procedures described in Chapter 2.5 of the California Public Contract Code, commencing with Section 22050. Upon utilization of this authority a report will be made to the Board for ratification of all actions which exceed contractual authority of the Director of Facilities Management or the County Purchasing Agent.

**Emergency Declaration Requested & Approved By:**

  
\_\_\_\_\_  
Interim Deputy Director

12/10/2024  
Date

  
\_\_\_\_\_  
Director of Facilities Management

12/10/2024  
Date

**Facilities Management**  
3450 14<sup>th</sup> Street, Suite 200  
Riverside CA 92501  
Main Line: 951.955.3345 Fax: 951.955.4828  
Facilities Emergency 24-Hour Line: 951.955.4850

**Project Management Office**  
Maintenance & Custodial  
Real Estate & Parking  
Administration  
Energy

**Riverside County**  
**Facilities Management**  
3450 14<sup>th</sup> Street, Riverside, CA 92501

## NOTICE OF EXEMPTION

January 14, 2025

**Project Name:** Riverside County Administrative Center (CAC) Annex Boiler Replacement Project, Riverside

**Project Number:** FM03720014139

**Project Locations:** 4080 Lemon Street, south of 10th Street, Riverside, APN: 215-131-001, 215-131-002, 215-131-004, 215-131-011, 215-131-005, 215-131-010, 215-131-006, 215-131-009, 215-131-008, 215-131-007, 215-310-001

**Description of Project:** On December 5, 2024, Facilities Management maintenance team discovered the burner on the working Boiler 1 failed, and Boiler 2 had recently gone into disrepair causing a loss of heat to the CAC Annex Facility. Both units are beyond their useful life and can no longer be repaired and must be replaced. The existing boilers have been shut down as a means to mitigate any damages including potential flooding to the building. With the winter months approaching, we must resolve this issue to provide heat to all areas of the CAC Annex and avert any disruption to County operations.

Facilities Maintenance (FM) issued an emergency declaration pursuant to the authority delegated in Resolution 2003-23 by the Board of Supervisors (Board) to take immediate action so a HVAC company could be procured to provide emergency replacement of the boilers and restore the property to its pre-loss condition. The replacement of the boilers at the CAC is identified as the proposed project under the California Environmental Quality Act (CEQA). The operation of the facility will continue to provide public services and will not result in an expansion of existing use. No additional direct or indirect physical environmental impacts are anticipated.

**Name of Public Agency Approving Project:** Riverside County

**Name of Person or Agency Carrying Out Project:** Riverside County Facilities Management

**Exempt Status:** State California Environmental Quality Act (CEQA) Guidelines, Section 15301 Existing Facilities Exemption; Section 15302 Replacement or Reconstruction Exemption; and 15061(b) (3), General Rule or “Common Sense” Exemption, Codified under Title 14, Articles 5 and 19, Sections 15061, 15301, and 15302.

**Reasons Why Project is Exempt:** The proposed project is categorically exempt from the provisions of CEQA specifically by the State CEQA Guidelines as identified below. The project will not result in any specific or general exceptions to the use of the categorical exemption as detailed under State CEQA Guidelines Section 15300.2. The project will not cause an impact to an environmental resource of hazardous or critical concern nor would the project include unusual circumstances which could have the possibility of having a significant effect on the environment. The project would not result in impacts to scenic highways, hazardous waste sites, historic resources, or other sensitive natural environments, or have a cumulative effect to the environment. No significant environmental impacts are anticipated to occur with repairs to the boilers at the CAC.





# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
3450 14th Street, Suite 420  
Riverside, CA 92501  
Phone: (951) 955-4937  
Fax: (951) 955-3730

## PURCHASE ORDER

### Vendor Instructions

- 1. Packaging Slip showing P.O. number and contents must accompany each shipment.
- 2. No charge for packaging or drayage will be allowed except when specified in order.
- 3. No partial billings except when specified in the order.
- 4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
- 5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
- 6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.
- 7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
- 8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

### FACILITIES MANAGEMENT

FM-Invoices@rivco.org  
Facilities Management Dept  
3450 14th Street, Suite 200  
Riverside CA 92501  
United States

		Dispatch Via Email
<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>
FMARC-0000119200	2024-12-16	
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>
Due Now	FOB Destination, Freight Paid	BEST WAY
<b>Buyer</b>	<b>Phone</b>	<b>Currency</b>
Miranda Ulm		

**Vendor:** 0000055402  
ACCO Engineered System  
Inc  
Dept 1083614  
PO Box 847360  
Los Angeles CA 90084-7360  
United States

**Ship To:** 6327-26000  
Facilities Management  
FM Purchasing Supply  
Svcs  
2991 Franklin Avenue  
Floor 1st  
Riverside CA 92507  
United States

**Attention:** Not Specified

**Bill To:** FM-Invoices@rivco.org  
Facilities Management  
Dept  
3450 14th Street, Suite  
200  
Riverside CA 92501  
United States

Tax Exempt?	Line-Sch	Item/Description	Tax Exempt ID: Mfg ID	Quantity	UOM	Replenishment Option: Standard PO Price	Extended Amt	Due Date
	1 - 1	Install two (2) new Raypak Boilers w/ Controls Scope		1.00		170279.00	170279.00	01/15/2025
<b>Schedule Total</b>							<u>170279.00</u>	
<b>Item Total</b>							<u>170279.00</u>	
	2 - 1	To provide mechanical drawings		1.00		10388.00	10388.00	01/15/2025
<b>Schedule Total</b>							<u>10388.00</u>	
<b>Item Total</b>							<u>10388.00</u>	

### PROJECT INFORMATION:

DIR PROJECT ID: 20240558926 for Certified Payroll Records (CPR) reporting  
Contractor's DIR Registration: 1000000546  
Contractor's License: 120696  
PWC-100 filed: 12/16/24  
Project Name: Annex Emergency Boiler Replacement  
PR #: PR1165018  
Contractor Project Manager: Tri Trac  
County Project Manager: David Gibson  
Project Site Address: Riverside CAC Annex, 4080 Lemon Street, Riverside, CA 92501

Authorized Signature



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Purchasing and Fleet Services Department  
3450 14th Street, Suite 420  
Riverside, CA 92501  
Phone: (951) 955-4937  
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## PURCHASE ORDER

### Vendor Instructions

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Packaging Slip showing P.O. number and contents must accompany each shipment.</li> <li>2. No charge for packaging or drayage will be allowed except when specified in order.</li> <li>3. No partial billings except when specified in the order.</li> <li>4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.</li> </ol> | <ol style="list-style-type: none"> <li>5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.</li> <li>6. Out of state vendors MUST show CA Board of Equalization Permit Number. Otherwise, sales tax will be deducted.</li> <li>7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes</li> <li>8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work</li> </ol> |
|--|---|

### FACILITIES MANAGEMENT

FM-Invoices@rivco.org  
Facilities Management Dept  
3450 14th Street, Suite 200  
Riverside CA 92501  
United States

		Dispatch Via Email
<b>Purchase Order</b> FMARC-0000119200	<b>Date</b> 2024-12-16	<b>Revision</b>
<b>Payment Terms</b> Due Now	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Miranda Ulm	<b>Phone</b>	<b>Currency</b>

**Vendor:** 0000055402  
ACCO Engineered System  
Inc  
Dept 1083614  
PO Box 847360  
Los Angeles CA 90084-  
7360  
United States

**Ship To:** 6327-26000  
Facilities Management  
FM Purchasing Supply  
Svcs  
2991 Franklin Avenue  
Floor 1st  
Riverside CA 92507  
United States

**Attention:** Not Specified

**Bill To:** FM-Invoices@rivco.org  
Facilities Management  
Dept  
3450 14th Street, Suite  
200  
Riverside CA 92501  
United States

#### Tax Exempt?

Line- Item/Description  
Sch

**Tax Exempt ID:**  
Mfg ID

Quantity UOM

**Replenishment Option:** Standard

PO Price Extended Amt Due Date

This Purchase Order is being issued at the request of County of Riverside Facilities Management.

This project is in compliance with the Purchasing Policy Manual (most recent version) and PCC22032. ACCO Engineered Systems estimate 241212 rev 3 dated 12/12/24.

The Contractor shall furnish all labor, materials, parts, equipment, tools, supervision, services, transportation, waste disposal, facilities and other required items necessary to complete the following work in strict accordance with all of the Contract Documents.

#### PREVAILING WAGES AND LABOR CODE REQUIREMENTS-

This is a public works project subject to compliance monitoring and enforcement by the California Department of Industrial Relations. The awarded bidder shall comply with all applicable provisions of the California State Labor Code regarding prevailing wages, Department of Industrial Relations Division of Apprenticeship Standards Labor and other requirements, including but not limited to Labor Code Sections 1771.4, 1773.1, 1774, 1775, 1776, 1777.5, 1813 and 1815.

**PAYMENT TERMS:** - For calculating due dates for payment term, the County will use either date that the invoice is received by the County or the date the goods/services are received, whichever is later.

Electronic invoices and payment inquiries can be sent to: FM-Invoices@rivco.org

TO ENSURE PROMPT PAYMENT THE PURCHASE ORDER NUMBER MUST BE REFERENCED ON ALL INVOICES & DOCUMENTS.

In the Event of contradiction, between the County's and the Seller's conditions,

Authorized Signature



# COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department  
3450 14th Street, Suite 420  
Riverside, CA 92501  
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Fax: (951) 955-3730

## PURCHASE ORDER

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Facilities Management Dept  
3450 14th Street, Suite 200  
Riverside CA 92501  
United States

Dispatch Via Email		
<b>Purchase Order</b> FMARC-0000119200	<b>Date</b> 2024-12-16	<b>Revision</b>
<b>Payment Terms</b> Due Now	<b>Freight Terms</b> FOB Destination, Freight Paid	<b>Ship Via</b> BEST WAY
<b>Buyer</b> Miranda Ulm	<b>Phone</b>	<b>Currency</b>

**Vendor:** 0000055402  
ACCO Engineered System  
Inc  
Dept 1083614  
PO Box 847360  
Los Angeles CA 90084-7360  
United States

**Ship To:** 6327-26000  
Facilities Management  
FM Purchasing Supply  
Svcs  
2991 Franklin Avenue  
Floor 1st  
Riverside CA 92507  
United States

**Attention:** Not Specified

**Bill To:** FM-Invoices@rivco.org  
Facilities Management  
Dept  
3450 14th Street, Suite  
200  
Riverside CA 92501  
United States

#### Tax Exempt?

Line- Item/Description  
Sch

**Tax Exempt ID:**  
Mfg ID

Quantity UOM

**Replenishment Option:** Standard  
PO Price Extended Amt

Due Date

the County's conditions shall prevail.

To view County's Terms and Conditions, please refer to <http://www.purchasing.co.riverside.ca.us>

- \*116-200 General Conditions
- \*116-210 General Conditions-Materials and/or Services
- \*116-230 General Conditions-Equipment

The County reserves the right to cancel the unexpended balance of this order at any time.

Approved By:  
Miranda Ulm  
Procurement Contract Specialist  
Phone: (951) 358-6743  
Email: mulm@rivco.org

**Total PO Amount** 180667.00

FORM APPROVED COUNTY COUNSEL

BY: Aaron C. Gettis 1-23-25  
AARON C. GETTIS DATE

Authorized Signature