

**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

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.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 227,787	\$ 0	\$ 227,787	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Facilities Management Deferred Maintenance Fund 11208			Budget Adjustment: No	
			For Fiscal Year: 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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BUDGET LINE ITEMS	BUDGET AMOUNT
DESIGN PROFESSIONAL OF RECORD	10,388
SPECIALTY CONSULTANTS	0
REGULATORY PERMITTING	5,000
CONSTRUCTION	180,667
COUNTY ADMINISTRATION	6,000
PROJECT CONTINGENCY	25,732
PRELIMINARY PROJECT BUDGET	\$227,787

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:

A handwritten signature in black ink, appearing to be "Stacey Chester", written over a horizontal line.

Interim Deputy Director

12/10/2024
Date

A handwritten signature in blue ink, appearing to be "Rose Salgado", written over a horizontal line.

Director of Facilities Management

12/10/2024
Date

Facilities Management

3450 14th 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 14th 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.

- **Section 15301 –Existing Facilities:** This Class 1 categorical exemption includes the operation, repair, maintenance, leasing, or minor alteration of existing public or private structures or facilities, provided the exemption only involves negligible or no expansion of the previous site’s use. The project, as proposed, is limited to the replacement of the existing boilers to keep the building functioning and operating efficiently. The use of the facility would continue to provide public services and would not result in a significant increase in capacity or intensity of use. Therefore, the project is exempt as it meets the scope and intent of the Categorical Exemption identified in Section 15301, Article 19, Categorical Exemptions of the CEQA Guidelines.
- **Section 15302 –Replacement or Reconstruction:** This Class 2 categorical exemption consists of the replacement or reconstruction of existing structures and facilities where the new structure will be located on the same site as the structure replaced and will have substantially the same purpose and capacity as the structure replaced. Under (c), replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity. The project, as proposed, is the replacement of two existing boilers of similar size and capacity. The system is an existing facility that supports the provision of public services and the replacement would have the same purpose as the existing infrastructure. Therefore, the project is exempt as it meets the scope and intent of the Categorical Exemption identified in Section 15302, Article 19, Categorical Exemptions of the CEQA Guidelines.
- **Section 15061 (b) (3) – “Common Sense” Exemption:** In accordance with CEQA, the use of the Common Sense Exemption is based on the “general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment.” State CEQA Guidelines, Section 15061(b) (3). The use of this exemption is appropriate if “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment.” *Ibid*. This determination is an issue of fact and if sufficient evidence exists in the record that the activity cannot have a significant effect on the environment, then the exemption applies and no further evaluation under CEQA is required. See *No Oil, Inc. v. City of Los Angeles* (1974) 13 Cal. 3d 68. The ruling in this case stated that if a project falls within a category exempt by administrative regulation or 'it can be seen with certainty that the activity in question will not have a significant effect on the environment', no further agency evaluation is required. With certainty, there is no possibility that the project may have a significant effect on the environment. The proposed improvements will not result in any direct or indirect physical environmental impacts. The use of the facility would remain unchanged, continuing to provide public services. Therefore, in no way, would the project as proposed have the potential to cause a significant environmental impact and the project is exempt from further CEQA analysis.

Based upon the identified exemptions above, the County of Riverside, Facilities Management hereby concludes that no physical environmental impacts are anticipated to occur and the project as proposed is exempt under CEQA. No further environmental analysis is warranted.

Signed:  Date: 1-14-2025

Mike Sullivan
County of Riverside, Facilities Management



COUNTY OF RIVERSIDE

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

Page: 1 of 3

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		
Purchase Order	Date	Revision
FMARC-0000119200	2024-12-16	
Payment Terms	Freight Terms	Ship Via
Due Now	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
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?		Tax Exempt ID: Mfg ID	Quantity	UOM	Replenishment Option: Standard		Due Date
Line-Sch	Item/Description				PO Price	Extended Amt	
1 - 1	Install two (2) new Raypak Boilers w/ Controls Scope		1.00		170279.00	170279.00	01/15/2025
Schedule Total						170279.00	
Item Total						170279.00	
2 - 1	To provide mechanical drawings		1.00		10388.00	10388.00	01/15/2025
Schedule Total						10388.00	
Item Total						10388.00	

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



COUNTY OF RIVERSIDE

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United States

Dispatch Via Email		
Purchase Order	Date	Revision
FMARC-0000119200	2024-12-16	
Payment Terms	Freight Terms	Ship Via
Due Now	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
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- 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
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Phone: (951) 955-4937
Fax: (951) 955-3730

Page: 3 of 3

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United States

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

DATE

Authorized Signature