



NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: July 22, 2025

TO: Board of Supervisors

FROM: Justin Drinkwater, Director of Facilities

SUBJECT: Resolution approving a Qualified List of Flooring Contractors to work on specific Facility Management projects, awarding Master Service Agreements to the firms for the period of July 22, 2025 through June 30, 2026, approving the option to renew the Agreements for up to four (4) additional 1-year periods and authorizing the Purchasing Agent to encumber task orders up to \$50,000 per project, with a total aggregate amount of \$200,000 annually

RECOMMENDATION: Adopt the Resolution

FUNDING: There is no immediate fiscal impact resulting from this action. Bids will be solicited from firms on the Qualified List on a project-by-project basis, and individual task orders will be awarded based on the lowest price. The resulting expenditures will be funded from existing budgets or project funds. Task orders of \$50,000 or less shall be executed by the Purchasing Agent. Task orders exceeding \$50,000 will require Board approval. A budget amendment will not be required at this time and there is no additional impact on the General Fund.

BACKGROUND:

The Facility Services Division is responsible for maintaining buildings throughout Nevada County. In support of its maintenance operations, the Department has a continuing need for an annual contract for floor covering installation and repair services. The Master Service Agreements will be used for small floor covering projects and repairs, as needed.

Facility Services enlisted the assistance of the Purchasing Division to develop Invitation for Bids No. 199737 for Floor Covering Installation Services Annual Contract. The bid was solicited and advertised in accordance with the Public Contract Code. Various flooring contractors and contractor's associations were notified of the bid via email and the advertisement was published in the Union and on the County's website for Public Purchase, and formal bid responses were received from three (3) firms; Premier Floors of Grass Valley, CA, Youngs Carpet of Grass Valley, CA and Sactown Contractors of Sacramento, CA. All three bidder's pricing appears reasonable and in alignment of fair market prices.

Based on the evaluation of the bid responses received, the bidders have been deemed responsive and responsible. The recommended contractors possess a valid California C-15 Flooring and Floor Covering license and are registered with the Department of Industrial Relations. Facility Services concurs with Purchasing's recommendation to award a Master Services Contract to each bidder.

There is no immediate fiscal impact resulting from this action. Bids will be solicited from firms on the Qualified List on a project-by-project basis, and individual task orders will be awarded based

on the lowest price. The resulting expenditure will be funded from existing budgets or project funds, as appropriate, and will not involve use of state or federal funds. Task orders of \$50,000 or less shall be executed by the Purchasing Agent, with the aggregate not to exceed \$200,000. Task orders exceeding \$50,000 will require Board approval. A budget amendment will not be required at this time and there is no additional impact on the General Fund.

Item Initiated by: Teal Marich

Approved by: Justin Drinkwater