



Information and General Services Department

Facilities Management

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September 29, 2015

Honorable Board of Supervisors
Eric Rood Administration Center
950 Maidu Avenue
Nevada City, CA 95959

DATE OF MEETING: October 13, 2015

SUBJECT: Resolution approving a contract between the County Of Nevada and Jacobs Custom Homes, Inc., for the ERAC Elections, Recorder and Auditor Remodel Project in the amount of \$289,726 plus a contingency of \$28,973 for a total contract amount of \$318,699, authorizing the Chair of the Board of Supervisors to execute the contract, and amending the Fiscal Year 2015-16 Capital Facilities budget.

RECOMMENDATION: Adopt the resolution.

FUNDING: Payment will be made from the FY2015-16 Capital Facilities budget. A budget amendment is requested. General Fund dollars will be used for this project, and per the 2015/16 Memorandum of Understanding between the Clerk-Recorder/Registrar of Voters and the County Executive Office, the share of cost of this project to the Clerk-Recorder and Election Offices will be offset by other reduced costs in those offices, which are already budgeted in FY 2015/16.

BACKGROUND: By previous action of the Board, Resolution 15-435 authorized the Purchasing Agent to solicit bids for the project known as the ERAC Elections, Recorder and Auditor Remodel. Requests for bids were sent to builders' exchanges, local contractors were notified, and a Public Notice advertisement was posted in the local newspaper. Five (5) bids were received. The lowest responsive and responsible bid was from Jacobs Custom Homes, Inc., of Cedar Ridge in the amount of \$289,726.

The contract will be in the bid amount of \$289,726 and a 10% contingency of \$28,973 will be added to the encumbrance for a total encumbered amount of \$318,699. An abstract of the bid results is attached. Funding for the project is from the Capital Facilities budget with offsets from the Clerk-Recorder and Election Office budgets for their share of the costs. A Memorandum of Understanding (MOU) between the Clerk-Recorder/Registrar of Voters and the County Executive Office was enacted during the fiscal year 2015-16 budget process. The MOU summarizes the cost saving measures and efficiencies made by the Clerk-Recorder and Election Offices that will offset their share of the costs related to the remodel.

Respectfully Submitted,

Stephen T. Monaghan
Chief Information Officer