

January 18, 2018

18-078

BID AWARD – GENERAL CONTRACTOR SERVICES
FOR THE DOWNTOWN CENTER THIRD FLOOR
RENOVATION

PREPARED BY: Linda Degman, Director, Bond Program

FINANCIAL
RESPONSIBILITY: Linda Degman, Director, Bond Program

APPROVED BY: Sylvia Kelley, Executive Vice President
Mark Mitsui, College President

REPORT: The Downtown Center was purchased in 2009 as part of the 2008 Bond Program to allow us to relocate several administrative functions from other centers and campuses. The purchase was necessary due to the sale of the Capital Center and to allow needed growth at the campuses. The building was full from the beginning without extra space for future staffing needs.

Growth has occurred in several areas and has necessitated interior renovations. Work in the Office of Equity and Inclusion has recently been completed and at this time additional arrangements are also needed for Professional and Organizational Development, now part of Human Resources. They will be relocating to the Downtown Center, which requires reconfiguration of existing space.

The project consists of the renovation of approximately 1,000 sq. ft. on the 3rd floor. The majority of the renovation work is designed to create space for new staff or rework spaces that are underutilized. Work includes but is not limited to building offices spaces, conference rooms and workstations. This will require lighting changes, low voltage, acoustical and mechanical upgrades as well as some new finishes and furniture.

This project was estimated to be under the \$150,000 threshold, however, it has been determined that the work needs to be completed after hours, which raised the cost above the \$150,000 threshold and requires Board approval.

Bids were received from four contractors:

Bidder:	Amount:
Pacificmark (MBE Contractor)	\$164,136.00
Fortis Construction	\$165,598.72
Howard S. Wright	\$167,379.45
Lease Crutcher Lewis	\$173,203.80

MWESB Note: The College received one (1) Oregon certified MWESB proposals.

RECOMMENDATION: That the Board of Directors accept the bid and award the contract to Pacificmark for the construction and renovation of the Downtown Center renovation project. The contract will be valid through project completion of June 2018. The cost consists of \$164,136 and a project contingency of \$5,000 for a total of \$169,136. Funding will be from the 2008 Bond Program.