

APPROVED
SEP 05 2007

REPORT OF GENERAL MANAGER

NO. 07-204

DATE September 5, 2007

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: CHARTER SECTION 1022 DETERMINATION ON CONTRACTING FOR THE AS-NEEDED DESIGN, FABRICATION, REPAIR AND INSTALLATION OF ELECTRICAL AND ELECTRONIC PUMP CONTROL SYSTEMS

R. Adams _____	J. Kolb _____
H. Fujita _____	F. Mok _____
S. Huntley _____	K. Regan _____
*V. Israel _____	M. Shull _____

[Handwritten Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board find in accordance with Charter Section 1022, that the Department does not have the personnel available in its employ with the appropriate expertise to provide as-needed design, fabrication, repair and installation of electrical and electronic pump control systems and their related component parts; as well as to set-up, start-up, troubleshoot, repair and install electrical and electronic pump control systems from various manufacturers, and that it is more feasible to secure these as-needed services from a contractor.

SUMMARY:

Currently, the Department of Recreation and Parks (Department) is utilizing General Services Department (GSD) Contract No. 57831 for Pumps, Furnish, and Repair to provide the aforementioned services. The Department uses a Mechanical Repairer classification to provide repair and installation services for current and older electronic pumping system model parts and components. However, there is insufficient Department staff with the expertise to provide all of the services required.

The current GSD contract for Pumps, Furnish, and Repair will expire on October 31, 2007, and a Charter Section 1022 determination is required in order to allow GSD to add the provision of as-needed design, fabrication, repair, and installation of electrical and electronic pump control systems to the Request for Quote (RFQ) required to replace the expiring GSD contract.

REPORT OF GENERAL MANAGER

PG. 2 NO. 07-204

On June 22, 2007, the Department submitted a request for 1022 Determination to the Personnel Department (Personnel) to determine if there are classifications in the City that could provide these services. On July 19, 2007, Personnel responded that the services can be performed by City employees. The classifications included: Mechanical Repairer, Instrument Mechanic, Electric Pumping Plant Operator, Water Utility Worker, Electrical Engineering Associate, Mechanical Engineering Associate, and Control Systems Engineering Associate. The report also states that the Department currently does not have staff available to provide these services on an as-needed basis, so it may be more cost-effective to employ a contractor.

The Service Contracts Group has reviewed the 1022 findings and recommends that while the Department does have a Mechanical Repairer classification, we would need to hire a combination of the six aforementioned classifications to be able to receive the required services. As the required service is of an as-needed nature and the contract expenditure is expected to be approximately \$10,800 per year, staff recommends that the Board determine, pursuant to Charter Section 1022, that it is more economical and feasible to secure the services by contract under GSD.

FISCAL IMPACT STATEMENT:

Funding will be provided by various Department funds, depending on the facility requesting these services. There is no additional impact to the General Fund.

This report was prepared by Russell Ewald, Management Analyst II, Griffith Region.