



June 4, 2024

Board of Directors  
Ventura County Fire Protection District  
800 South Victoria Avenue  
Ventura, CA 93009

**SUBJECT:**

Approval of Plans and Specifications, Including Addendum No. 01, for the Fire Station No. 41 Battalion Chief Quarters and Crew Bathroom Remodel Project, Located at 1910 Church Street, Simi Valley, California; Waiver of Minor Bid Irregularities; Award of Contract to Construct the Project to SBS Corporation, in the Amount of \$325,000; and Delegation of Authority to the Fire Chief to Administer the Contract and to Execute Change Orders or Settle Claims, Upon Final Payment and Acceptance of the Work and with Approval of County Counsel as to Form and Legal Sufficiency, of up to \$28,750; Supervisorial District No. 4

**RECOMMENDATIONS:**

1. Approve the Plans and Specifications, including Addendum No. 1, for the Fire Station No. 41 Battalion Chief Quarters and Crew Bathroom Remodel Project located at 1910 Church Street in Simi Valley, California, attached hereto as Exhibits 1 (Bid Documents) and 2 (Addendum No. 01);
2. Waive any minor irregularities in the bids;
3. Award the contract to construct the Project to SBS Corporation in the amount of \$325,000 and authorize the Fire Chief or his designee to execute the subject contract; and;
4. Delegate authority to the Fire Chief or his designee to administer the contract and to execute change orders or settle claims, upon final payment and acceptance of the work and with approval of County Counsel as to form and legal sufficiency, of up to \$28,750.

**FISCAL/MANDATES IMPACT:**

Mandatory: No  
 Source of Funding: Fire Protection District – Fund S600  
 Funding Match Required: None  
 Impact on Other Departments: None

Summary of Revenues and Cost:	<u>FY 2023-24</u>	<u>FY 2024-25</u>
Revenues:	\$ 0	\$ 0
Costs:		
Direct – Dept.	\$ 325,000	\$ 0
Indirect – Count CAP	\$ 0	\$ 0
Direct	\$ 0	\$ 0
Total Costs:	\$ 325,000	\$ 0
Net Costs:	\$ 325,000	\$ 0

Current FY 2023-24 Budget Projection for the Fire District - BU 2731				
	Adopted Budget	Adjusted Budget	Projected Budget	Estimated Savings/(Deficit)
Appropriations	38,190,000	61,336,790	55,874,428	5,462,362
Revenue	3,342,444	3,342,444	3,342,444	
Net Cost	34,847,556	57,994,346	52,531,984	5,462,362

Approval of this request will result in a total expenditure to the Fire District of \$325,000 for Fiscal Year 2023-24. Sufficient appropriations for this contract are available in the Fire District’s Budget Unit 2731 to accommodate the above recommendations.

**STRATEGIC PLAN:**

This item contributes to the Board of Supervisors’ (Board’s) 2024–2027 strategic priority to invest in *Reliable Infrastructure and Sustainability*. The Fire Protection District understands the importance of maintaining our facilities. This project will improve the functionality, energy efficiency, and ADA Accessibility, allowing our employees to continue to work in an improved building while assisting our community.

**DISCUSSION:**

Fire Station No. 41 in Simi Valley is 36 years old, having opened in 1988. The main station bathrooms are old and have had consistent issues with back-ups, smells, and size. The proposed improvements remedy those issues and provide ADA accessibility to one bathroom to meet current Building Code requirements. The Battalion Chief quarters on the opposite side of the station does not provide privacy for the occupant(s).

The proposed improvement will reconfigure this portion of the station to be much more functional while addressing privacy concerns.

The improvements are depicted in the Bid Documents (Exhibit 1) and supplemented by Addendum No. 01 (Exhibit 2).

The project is for the reconfiguration of the Battalion Chief Quarters and the remodel and adjustment of existing crew bathrooms and associated improvements. The Construction Plans found within Exhibit 1 were approved by the County of Ventura Division of Building and Safety on September 20, 2023.

Only one bid was received for this project. The bidder has been identified as responsive with a bid in the amount of \$325,000 submitted by SBS Corporation, as illustrated in the bid results (Exhibit 3). The bid is 59.7 percent above the engineer's estimate. Absent other bids it is difficult to identify if this bid would have fallen in close range with other contractors. SBS Corporation has bid on several other contracts for the Fire District, always being higher in cost than the awarded low bidder. Due to the relatively small size of the project, we do not believe there would be a material benefit to rebidding the project. As such, we recommend the award.

Recommendation No. 4 would authorize the Fire Chief or his designee to administer the contract (including accepting the work, approving payments, determining whether performance of the work is satisfactory, approving substitution of subcontractors where approved by law, and suspending the work for the benefit of the Fire District as described in Standard Specifications 2-13) and to issue change orders or settle claims, upon final payment and acceptance of the work, with approval of County Counsel as to form and legal sufficiency, within the dollar limits described in Public Contract Code section 20142.

This letter has been reviewed by the County Executive Office, the Auditor-Controller's Office, and County Counsel. If you have any questions, I may be contacted at (805) 389-9704 or call Tom Kasper, Business Services Bureau Manager, at (805) 389-9764.



DUSTIN GARDNER  
Fire Chief

DG/TK/DK:lg|

Attachments:

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Exhibit 1 – Bid Documents  
Exhibit 2 – Addendum No. 01  
Exhibit 3 – Bid Results