



# COUNTY of VENTURA

GENERAL SERVICES AGENCY  
**David J. Sasek, P.E.**  
Agency Director

**Craig Clutts, P.E., CEM**  
Chief Deputy Director  
Facilities & Materials

**Cliff Chroust, CPPO**  
County Chief Procurement Officer  
Deputy Director

**Greg Bergman, CPA**  
Administrative Services Director

**Christopher Melton, M.L.T.M.**  
Fleet Services Deputy Director

**J. Colter Chisum, P.E.**  
Parks Department Deputy Director

October 29, 2024

Board of Supervisors  
County of Ventura  
800 South Victoria Avenue  
Ventura, CA 93009

**SUBJECT: Approval of, and Authorization for the Purchasing Agent or Their Designee to Sign, Amendment No. 4 to Contract No. 8053 with Evarts Interiors, Inc. for Carpet Tile Removal and Installation to Increase the Not-to-Exceed Amount by \$400,000 and Extend the Term by One Year, Effective November 5, 2024 through November 4, 2025; Authorization for the Purchasing Agent or Their Designee to Amend the Contract to Add Services, Extend the Term and Increase the Not-to-Exceed Amount by Up to \$40,000 Per Year with the total not to exceed \$700,000.**

## **RECOMMENDATIONS:**

1. Approve, and authorize the County Purchasing Agent or their designee, to sign Amendment No. 4, attached as Exhibit 1, to Contract No. 8053 with Evarts Interiors, Inc. for carpet tile removal and installation to increase the not-to-exceed amount by \$400,000 with total not to exceed \$700,000 and extend the term by one year, effective November 5, 2024 through November 4, 2025;
2. Authorize the County Purchasing Agent or their designee to amend the contract for the purpose of (1) making minor service level changes as necessary within the scope of the contract provisions, (2) adding additional County sites, (3) authorizing short-term or emergency work at any County sites, and (4) extending the contract for up to two additional one-year periods, upon written mutual agreement; and
3. Authorize the County Purchasing Agent or their designee to increase the not-to-exceed amount by up to \$40,000 per year for increased service levels, additional County sites, or short-term or emergency work, or for negotiated price adjustments.

**FISCAL/MANDATES IMPACT:**

Mandatory: No  
 Source of Funding: Facilities Projects and other Departments  
 Fund Matching Requirement: N/A  
 Impact on Other Departments: Improves Service Delivery

<b>Summary of Revenues and Costs</b>	<b><u>FY 2024-2025</u></b>	<b><u>FY 2025-2026</u></b>
Revenue:	\$ 295,733	\$ 147,867
Costs:		
Direct	\$ 266,667	\$ 133,333
Indirect-Agency/Dept.*	\$ 29,066	\$ 14,534
Indirect – CAP	\$ 0	\$ 0
Total Costs	\$ 295,733	\$ 147,867
Net Gain/(Loss)	\$ 0	\$ 0

\*This amount represents GSA project management fees for anticipated project volumes.

<b>FY 2024-25 Budget Projection</b>				
<b>GSA – Facilities Projects – Budget Unit 4741</b>				
	Adopted Budget	Adjusted Budget	Projected Budget	Est. Savings/ (Deficit)
Appropriations	\$ 27,678,772	\$ 40,012,566	\$ 40,012,566	\$ -
Revenue	\$ 28,012,784	\$ 28,012,784	\$ 28,012,784	\$ -
Operating Gain/(Loss)*	\$ 334,012	\$ (11,999,782 )	\$ (11,999,782 )	\$ -

\*Other financing uses are included. Projected operating loss will be covered by unrestricted net position.

**STRATEGIC PLAN PRIORITY:**

In recognition of your Board’s strategic priorities, this award brought to you for approval is consistent with the Reliable Infrastructure and Sustainability priority of your Board’s recently approved Five-Year Strategic Plan.

**DISCUSSION:**

On June 17, 2019, General Services Agency (GSA) Procurement Services initiated a competitive best value procurement for removal, installation, and storage of carpet tiles as needed at various County facilities under Request for Proposal (RFP) No. 5816 based on square footage rates.

The proposal submitted by Evarts Interiors, Inc. was judged to provide the best value to the County, all factors considered and, on November 5, 2019, your Board approved Contract No. 8053 with Evarts Interiors, Inc. with a total contract amount not-to-exceed \$700,000. Amendment Nos. 1-3, issued by GSA, each extended the contract term by a year.

GSA has sufficient appropriations for Fiscal Year 2024-2025 to cover payments for the extension of the contract. Appropriations will be included in the budgets for extension of the contract.

Amendment No. 4 will extend the term from November 5, 2024 to November 4, 2025, subject to up to two additional one-year extension periods, upon mutual written agreement, increase the total not-to-exceed contract amount by \$400,000, and remove storage services from the contract. If your Board approves all recommendations, the County Purchasing Agent or their designee will be authorized to enter into such extensions, and also to negotiate price adjustments during the term of the agreement for purposes of adding additional County sites, approving short-term or emergency work, and making minor service-level changes, so long as the total cost of such changes and modifications does not increase the initial not-to-exceed amount by more than ten percent each contract year.

This item has been reviewed by the County Executive Office, the Auditor-Controller's Office, General Services Agency Procurement Services, and County Counsel. If you have any questions regarding this item, please contact Charlie Wilson at (805) 645-1356.

Sincerely,



David J. Sasek, P.E.  
Director

Exhibit 1 – Amendment No. 4 to Contract 8053

ec: Cliff Chroust, General Services Agency, County Chief Procurement Officer  
Scott Mitchell, General Services Agency, Senior Procurement Specialist