

REPORT OF GENERAL MANAGER


NO. 05-90

DATE: April 6, 2005

C.D. 5 and 8

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: REQUEST GENERAL SERVICES DEPARTMENT TO PROCESS BID FOR RELOCATION OF EXISTING TRAILER TO ESTABLISH THE WEST REGION HEADQUARTERS OFFICE

K. Chan _____	J. Kolb _____
*J. Combs 	F. Mok _____
H. Fujita _____	K. Regan _____
B. Jensen _____	

  
 \_\_\_\_\_  
 General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board:

1. Direct staff to request that the General Services Department (GSD) process a bid for a purchase requisition to remove and remodel a temporary trailer, 36' x 60', currently located at the Martin Luther King Therapeutic Center, and relocate the trailer to 2459 Motor Avenue, Los Angeles, CA 90064, to establish the West Region Headquarters office; and,
2. Find that in accordance with Charter Section 1022, that the Department does not have the personnel available in its employ with the appropriate training and expertise to undertake this specialized task in a timely manner and it is more feasible and economical to secure the services by contract.

SUMMARY:

In November of 2004, the Recreation and Parks Department implemented a re-organization plan that has created a fourth regional district. To provide adequate office space for staff, the Department proposes to remove, remodel, and relocate an existing trailer from the Martin Luther King Therapeutic Center to the service yard located at 2459 Motor Avenue, Los Angeles, CA 90064. This trailer was formerly used as a temporary therapeutic facility while the new therapeutic center was under construction. Construction was completed in August of 2004, and this trailer has not been utilized since. In January of 2006, a universal access play area is to be installed at Martin Luther King Therapeutic Center, and this trailer will be in the way of access ramps and the construction layout area. The new location for the trailer will serve as the West Region Headquarters offices.

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The total estimated cost for the relocation and remodel of this trailer by contract is \$150,000. Labor costs are estimated at \$45,000 of that amount. The Recreation and Parks Department construction forces are not trained nor do they have the proper equipment to relocate the existing units to the new location. Insufficient construction staff to complete the remodeling of these units during the move to the new location makes it more economical and feasible to contract this work to an outside vendor. Sufficient funds are available in the Contractual Services Account 304, Department 88/302, Activity Code 0610.

FISCAL IMPACT :

There will be no General Fund Impact. Funding for this project is available in the Department's Contractual Services Account 3040, due to realized savings from the final payment and purchase of trash disposal equipment.

This report was prepared by Terry Lien.