



**COUNTY OF SAN MATEO**  
Inter-Departmental Correspondence  
Sheriff's Office



**Date:** July 29, 2014  
**Board Meeting Date:** September 9, 2014  
**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Sheriff Greg Munks

**Subject:** Agreement with ISEC, Inc. - Millwork and Finish Carpentry

**RECOMMENDATION:**

Adopt a Resolution authorizing the Sheriff or his/her designee to execute:

- A) A Trade Contract agreement with ISEC, Inc. to provide millwork and finish carpentry for the Maple Street Correctional Center at 1300 Maple Street in Redwood City, for the term of September 9, 2014 through August 5, 2016, in an amount not to exceed \$1,852,494; and
- B) An Owner Assignment and Novation Agreement, necessary to assign the Trade Contract from the County to the Construction Manager.

**BACKGROUND:**

After acquiring the 4.85 acres of land in Redwood City, east of Highway 101, on Maple Street at Blomquist Street in December 2010, and approving the scope and size of the jail project at that site in October 2011, the Board approved contracts for jail design, engineering and construction management services on May 8, 2012. By the end of March 2013 the demolition of existing buildings, as well as site clean-up and remediation, was completed. On April 9, 2013, the Board approved contracts for piles and rough grading. On May 7, 2013, the Board approved contracts for electrical, mechanical, plumbing, security electronics, and detention equipment. On August 6, 2013, the Board approved contracts for site utilities and elevators.

**DISCUSSION:**

In June 2013, the Sheriff's Office, using outreach that included local advertising and website posting, issued a Request for Statement of Qualifications (RFSOQ) to prequalify potential bidders as the first step of the County's selection process for firms to provide millwork and finish carpentry for the jail project. Eight (8) firms responded to the RFSOQ and after review of those responses, all eight (8) firms were selected for prequalification: B-K Mill, ISEC, Incorporated, Mid Canada Millwork, Mission Bell Manufacturing, NWD, Inc., Universal Plastics, Inc., Western Millwork, Inc., and

Westmark Products. On March 20, 2014, Requests for Bids were sent to each of the prequalified firms. One (1) firm returned a timely bid. After the bid was reviewed, the County's Selection Committee made the recommendation to award the contract to ISEC, Inc. as the lowest responsible bid received for the work.

The scope of work includes, but is not limited to, providing millwork and finish carpentry for the Maple Street Correctional Center. Millwork includes custom cabinetry for workstations to meet the needs of the jail staff. Finish carpentry is woodworking that is visible and must have an attractive appearance.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. If the Board approves the award to ISEC, Inc., the County will enter into the Trade Contract with ISEC, Inc. Upon execution of the Trade Contract, an Owner Assignment and Novation Agreement will be executed and the Trade Contract will be assigned to Sundt/Layton, the Construction Manager. Sundt/Layton will oversee the performance of the Trade Contract and thus shall be responsible for full liability and financial risk under the Construction Manager at Risk delivery method. A form of the assignment agreement was approved by the Board as part of the approval of the Agreement for Construction Management Services with Sundt/Layton.

County Counsel has reviewed and approved the Resolution and Agreement as to form. Contractor meets insurance certification requirements.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring a safe and cost effective replacement jail facility.

**FISCAL IMPACT:**

The amount of the Trade Contract agreement with ISEC, Inc. is \$1,852,494. The County issued Lease Revenue Bonds in April 2014 to fund the Maple Street Correctional Center Project.

Attachment: Exhibit A – RFP Process Matrix

Exhibit A

REQUEST FOR PROPOSAL PROCESS MATRIX

1.	General description of RFSOQ/RFP	Provide Millwork and Finish Carpentry.
2.	List key evaluation criteria	Proposals were evaluated based on the following: 1. Completeness of response submission 2. Personnel experience and qualifications 3. Depth and quality of respondent's performance 4. Successful track record on similar projects 5. Lowest responsible bid
3.	Where RFSOQ advertised	San Francisco Examiner McGraw/Hill Rose Report Posted on the Sheriff's Office web page
4.	In addition to advertisement, list others to whom the RFP announcement was sent	Sent to those enrolled to receive automatic notifications and announcements on the Sheriff's web page, Facebook and Twitter.
5.	Total number of RFSOQ's sent to prospective proposers	None directly
6.	Number of proposals received	One (1)
7.	Who evaluated the proposals	Sam Lin, Project Manager Tim Blood, Sundt/Layton Tamara Clarke, HOK
8.	In alphabetical order, names of RFSOQ proposers (or finalists, if applicable) and location	B-K Mill – Newark, CA ISEC, Incorporated – Englewood, CO Mid Canada Millwork – Manitoba, Canada Mission Bell Manufacturing – San Francisco, CA NWD, Inc. – Grants Pass, OR Universal Plastics, Inc. – Roseville, CA Western Millwork, Inc. – Phoenix, AZ Westmark Products – Tacoma, WA