



City Council

Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MAY 5, 2026**

FROM: MUSEUM DEPARTMENT **WARD: 1**

SUBJECT: RATIFY PURCHASE ORDER NO. 253640 WITH COMMERCIAL SCAFFOLDING OF CALIFORNIA INC. IN THE AMOUNT OF \$27,044 FOR EMERGENCY WORK TO PROTECT THE NATIONAL HISTORIC LANDMARK HARADA HOUSE, ADOPT RESOLUTION TO WAIVE COMPETITIVE BIDDING PURSUANT TO CHARTER SECTION 1109, APPROVE A CONTRACT CHANGE ORDER TO PURCHASE ORDER NO. 253640 IN THE AMOUNT OF \$16,500 FOR EXTENDED RENTAL OF SCAFFOLDING AT HARADA HOUSE, AND APPROVE 15% CHANGE ORDER AUTHORITY OF IN THE AMOUNT OF \$12,568 FOR A TOTAL AMOUNT OF \$96,356

ISSUES:

Ratification of emergency change request to purchase order 253640 in the amount of \$27,044 for work to protect the National Historic Landmark Harada House, approval of change order to purchase order 253640 for extended rental of scaffolding at Harada House in the amount of \$16,500, and approval of 15% change order authority in the amount of \$12,568 for a total amount of \$96,356.

RECOMMENDATIONS:

That the City Council:

1. Ratify Purchase Order No. 253640 with Commercial Scaffolding of California Inc. in the amount of \$27,044 for emergency work to protect the National Historic Landmark Harada House for a total compensation of \$67,288.00;
2. With five affirmative votes, adopt a resolution waiving competitive bidding pursuant to City Charter section 1109 finding that the work performed by Commercial Scaffolding of California, Inc. was of urgent necessity for the preservation of life, health, or property;
3. Approve Contract Change Order to Purchase Order No. 253640 in the amount of \$16,500 for scaffolding rental;
4. Authorize change order authority of 15% in the amount of \$12,568 for any unforeseen conditions, including, but not limited to weather or vandalism that require additional work to protect Harada House for a total contract amount not to exceed \$96,356; and
5. Authorize the City Manager, or designee, to execute the Purchase Order with Commercial Scaffolding of California Inc. including making minor and non-substantive changes, subject

to the availability of budgeted funds.

BACKGROUND:

Design work is underway to rehabilitate the Harada House for use as a public house museum. The structure is fragile with multiple roof holes causing water intrusion when it rains. Some of the holes allow animals access into Harada House. A non-contact cover was identified as the temporary best solution to safeguard against further water damage and intrusion of animal infestations thus preventing additional damage to the historic fabric of Harada House.

Through an informal procurement process, Commercial Scaffolding of California, Inc. was selected as the lowest responsive and responsible bidder to install scaffolding and a temporary cover over the roof of the structure to protect Harada House. On February 4, 2025, the City of Riverside (City) entered into an agreement with Commercial Scaffolding of California, Inc. (CSI) in the amount of \$40,244.

In September 2025, additional repair work was completed to re-wrap the damaged roof cover in the amount of \$2,955 with purchase order 262702.

DISCUSSION:

Emergency Work

On February 5, 2026, Museum staff determined that someone had been gaining unauthorized entry to Harada House through a second-floor window via the scaffolding that supports the roof cover. The trespassing created a threat to City property that required immediate attention to prevent further unauthorized entry into Harada House and potential damage and/or destruction. Museum staff secured the windows, and a security guard was hired for the weekend until the scaffolding contractor could meet on-site to discuss longer-term solutions.

After consulting with the scaffolding contractor, it was determined that a solution that had been effective in solving this problem at other sites was to add 12-foot-tall plywood barrier around the base of the scaffolding to create a flat surface that is not climbable. Another measure to make Harada House more secure was to shorten the "skirt" of the roof cover that extends down from the roof. In the event someone were able to climb the scaffolding, they would be visible rather than hidden by the skirt of the roof cover.

On February 9, 2026, the Purchasing Manager approved this site work as meeting the criteria for emergency work, per Purchasing Resolution 24101, Section 301(e), "A Using Agency is involved in a City project, which is of such a nature that the need for particular Goods, Services, or Construction can only be ascertained as the project progresses and, when ascertained, must be satisfied immediately for the protection of public health, welfare, safety, property, or personal/confidential information."

On February 17, 2026, strong winds blew the remaining roof cover off the roof, necessitating replacement of the entire cover in addition to installing the plywood barrier and shortening the side panels of the roof cover.

All emergency work was completed the first week in March 2026.

Scaffolding Rental Extension

When the original agreement for the roof cover and scaffolding rental was executed, the rehabilitation of Harada House was expected to be underway within one year. The design work for Harada House and the Interpretive Center is ongoing, and the site has not yet been turned over to a construction contractor. To continue to protect Harada House from rain damage, trespassing, and vandalism until the site is turned over to a construction contractor, the scaffolding rental needs to be extended to cover the time until the rehabilitation work starts.

The original agreement was approved in accordance with Purchasing Resolution 24101 Section 700 which states, "Acquisition of Services by a Using Agency under the supervision of the Manager: (a) Of \$50,000 or less may follow the Informal Procurement process."

The emergency work and extension of the scaffolding rental increased the amount of the agreement to over \$50,000, and the Purchasing Manager approved of this emergency work to immediately protect and preserve public property.

City Charter section 1109 provides, "The City Council, without advertising for bids, or after rejecting bids, or if no bids are received, may declare and determine that, in its opinion, based on estimates approved by the City Manager, the work in question may be performed better or more economically by the City with its own employees or the supplies or materials may be purchased more economically on the open market, and after the adoption of a resolution to that effect by at least five affirmative votes of the City Council may proceed to have said work done or said supplies or materials purchased in the manner stated, without further observance of the provisions of this section. Such contracts likewise may be let without advertising for bids if such work or supplies or materials shall be deemed by the City Council to be of urgent necessity for the preservation of life, health or property, and shall be authorized by resolution passed by at least five affirmative votes of the City Council and containing a declaration of the facts constituting such urgency."

Purchasing Resolution 24101, Section 302 states "Authorization. Emergency Procurement may be initiated by the head of a Using Agency or his or her duly authorized representative (the "individual") only as follows: (d) For urgent purchases as defined by Article XI, Section 1109 relating to Public Works Contracts over \$50,000; urgent items procured while not following Competitive Procurement, in order to preserve life, health or property, shall be authorized by resolution passed by at least five affirmative votes of the City Council and the resolution must contain a declaration of the facts constituting such urgency."

Purchasing Resolution 24101, Sections 802, "Except as otherwise required by the City Charter, Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances:

- (a) When an emergency arises and Emergency procurement is undertaken pursuant to Article Three hereof;
- (k) When the Awarding Entity waives bidding requirements under and according to the circumstances set forth in Section 1109 of the City Charter, or when it is determined by the Manager to be in the best interests of the City to do so."

Purchasing Manager concurs that the recommendations are in accordance with Purchasing Resolution 24101, Sections 301(e), 302 (d), 802(a) and 802(k).

FISCAL IMPACT:

The total fiscal impact of the action is \$56,112, which includes 15% Change Order Authority of \$12,568. The funding for this action as listed in the table below comes from the Museum’s General Fund budget, funding restricted to Harada House, and private donations. The amount of \$56,112 is in addition to the existing contract of \$40,244 for the original installation of the scaffolding and roof cover and one year of scaffolding rental and the \$2,955 for the roof cover repair. Funds are budgeted and available as listed in the table below.

Fund	Program/Project	Account	Amount
General Fund	Museum Facilities/Operations	5305000-450031	\$23,625.07
Capital Outlay	Harada House Rehab	9272240-440446	\$19,918.93
<i>Change Order Authority</i>			
Capital Outlay	Harada House Rehab	9272240-440446	\$3,083.00
Grants & Restricted Programs	Harada House Rehab/State Grant	9272220-462050	\$9,485.00
Total (incl. COA):			\$56,112.00

Prepared by: Ann Lovell, Manager of Operations
 Approved by: Robyn G. Peterson, Museum Director
 Certified as to availability of funds: Julie Nemes, Interim Finance Director
 Approved by: Kris Martinez, Assistant City Manager
 Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

- Attachments:
1. Executed agreement
 2. Emergency scope of work proposal
 3. Scaffolding rental extension proposal
 4. Resolution