



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: DECEMBER 9, 2025

FROM: CITY ATTORNEY'S OFFICE WARDS: ALL

SUBJECT: APPROVE CHANGE ORDER NO. 001 TO BID NO. 8179 FOR RENOVATIONS AT THE CITY ATTORNEY'S OFFICE LOCATED AT 3750 UNIVERSITY AVENUE, SUITE 250, RIVERSIDE, CALIFORNIA WITH FIRST TRADE LLC, DBA YMC OF IRVINE, CALIFORNIA, TO ADD PHASES 1-3 FOR FLOOR COVERING REPLACEMENT IN THE AMOUNT OF \$92,654.61 AND \$18,556.73 FOR CARPETING SUBSTITUTION FOR A TOTAL CHANGE ORDER AMOUNT OF \$111,211.34, PLUS 10% CONTINGENCY OF \$11,121, FOR A TOTAL PROJECT COST NOT TO EXCEED \$172,296.65

ISSUE:

Approve Change Order No. 001 to Bid No. 8179 for renovations at the City Attorney's Office with First Trade LLC, DBA YMC of Irvine, California, to add Phases 1-3 for floor covering replacement in the amount of \$92,654.61 to the scope of work and \$18,556.73 for carpeting substitution, for a total change order amount of \$111,211.34, plus 10% contingency in the amount of \$11,121, a total project cost not to exceed \$172,296.65.

RECOMMENDATIONS:

That the City Council:

1. Approve a Change Order in the total amount of \$111,211.34 to Bid No. 8179 to add Phases 1-3 for flooring replacement including moving furniture and a carpeting substitution, plus 10% contingency in the amount of \$11,121, for a revised total project of \$172,296.65; and
2. Authorize the City Manager, or designee, to execute Change Order No. 001 and all related documents.

BACKGROUND:

As part of the FY 2023/24 budget, the City Council previously approved funding up to \$650,000 for the City Attorney's Office (CAO) Modernization Project, which aimed to update and improve the working environment of the City Attorney's Office.

In 2024, the City issued Request for Bids (RFB 8179) for a refresh and renovation of the CAO located at 3750 University Avenue, Suite 250. The scope included flooring replacement and

painting throughout the suite, as well as renovation of the Multipurpose Room (MPR). The project was divided into four phases to minimize disruption to daily operations. The RFB reserved the ability to award only part of the phases. Bids for RFB 8179 were due May 28, 2025.

Due to potential budget concerns, on July 15, 2025, the CAO opted to only award the contract for the renovation of the MPR to the lowest bidder as it was under \$50,000 and was identified as the CAO's highest priority. On October 25, 2025, an agreement for construction was executed with First Trade LLC, DBA YMC of Irvine, CA in the amount of \$43,484.93. Construction of the MPR was scheduled to begin on November 10, 2025.

However, in August 2025, new office furniture systems were installed throughout the CAO as part of a separate procurement. After the new office furniture was installed, the CAO realized that the size of the cubicles throughout the office changed, which created uneven areas where very old carpet under the old cubicles was exposed and created potential tripping concerns. The CAO proactively explored if the carpeting could be patched or repaired but was advised that the flooring needed to be replaced because the grey carpet tiles are different height than the old brown carpet and the gray carpet tiles are discontinued and are no longer sold. Replacement of the flooring is the most efficient method to address this safety concern.

The CAO's capital improvement renovation budget carried over from the last fiscal year and is proposed using up to \$130,000 of the carry over balance to fund Phases 1–3, which had previously been on hold, to address the flooring issues. Given the amount of this Change Order to complete the flooring renovation, City Council approval is required to authorize Phase 1-3 to address the flooring issues.

DISCUSSION:

The proposed improvements to the City Attorney's Office focus on enhancing functionality and addressing safety concerns within the 14,000-square-foot office suite, which has not undergone significant renovation in over two decades.

Adding Phases 1–3 will address flooring replacement, baseboards, and staging logistics. It also includes temporarily relocating furniture within each office as flooring work proceeds. Move management costs are included within Change Order No. 001 and will be performed by the current contractor as a sole source task. Common areas outside the offices were included in the original bid for standard flooring work and furniture relocation. A carpeting substitution is now required as the material that was originally specified has been discontinued and is no longer available. The City Attorney's Office selected a comparable carpeting substitution.

This phased sequencing ensures minimal disruption, protects materials, and maintains workflow efficiency throughout the suite.

CAO Refresh & Renovation Project**OVERALL PROJECT BUDGET – CITY ATTORNEY’S OFFICE REFRESH AND RENOVATION**

ITEM	VENDOR	BID AMOUNT
CAO Refresh & Renovation Project Total Construction Cost	First Trade LLC, DBA YMC of Irvine, CA	\$136,139.54
Carpeting Substitution		\$18,556.73
CAO Refresh & Renovation Project total Contingency (Total Phases 1–3 + Fixed Phase 4)	First Trade LLC, DBA YMC of Irvine, CA	\$17,600.25
TOTAL PROJECT AMOUNT		\$172,296.52

Request For Bid (RFB) No. 8179 was posted on the City’s online bidding system, Planet Bids, on April 25, 2025, seeking prospective bidders to provide labor and materials for Refresh and renovation at the City Attorney’s Office. The notification was sent to 24 City of Riverside vendors and 36 external vendors. With 14 prospective bidders, RFB No. 8179 closed on May 28, 2025, with a total of 14 responses. All responses were responsive, except for 4 responses, which were deemed nonresponsive for not providing a Bid Bond or having an incomplete Bid Bond.

Bid Results - CAO Refresh & Renovation Project bid process are as follows:

Results of bids process as follows:

Bidder #	Vendor Name	Location	Phase 4 Bid	Total Project Bid (Phases 1–4)	Responsive/ Non-Responsive
1	YMC	Irvine, CA	\$33,538.38	\$399,500.00	☑ Responsive
2	Triangle Decon Services, Inc.	Mission Viejo, CA	\$39,800.00	\$489,105.00	☑ Responsive
3	OCS Construction Services, Inc.	Riverside, CA	\$39,500.00	\$495,105.00	☑ Responsive
4	ALL AMERICAN BUILDING SERVICES	Victorville, CA	\$78,844.00	\$569,153.00	☑ Responsive
5	Dependable Construction, Inc.	San Bernardino, CA	\$42,373.38	\$495,609.00	☑ Responsive
6	CommerceDC	La Palma, CA	\$64,932.00	\$581,483.00	☑ Responsive
7	Guleid Construction Company, Inc.	Lawndale, CA	\$52,684.00	\$629,733.00	☑ Responsive
8	Williamson Construction Co., Inc.	Riverside, CA	\$47,300.00	\$977,930.00	☑ Responsive
9	Harbor Coating & Restoration	Orange, CA	\$179,000.00	\$873,746.00	☑ Responsive
10	CityDry Construction, Inc.	Cerritos, CA	\$173,000.00	\$793,234.00	☑ Responsive
11	Home Prolife Construction	Bellflower, CA	\$95,065.00	\$733,700.00	✗ Non-Responsive
12	LS Integrated Design Build	Whittier, CA	\$80,445.00	\$675,700.00	✗ Non-Responsive
13	U2 Construction, Inc.	Brawley, CA	\$160,000.00	\$720,000.00	✗ Non-Responsive
14	Developers General Contracting, Inc.	Irvine, CA	\$78,290.14	\$789,209.14	✗ Non-Responsive

The scope of this Change Order includes:

- Phases 1–3: Flooring replacement, baseboards, staging logistics, and furniture movement. (Paint was omitted as a cost saving mechanism to return unused funds to the General Fund).
- Substitute Carpeting selection, as material that was originally specified has been discontinued and is no longer available.

YMC of Irvine, California, submitted the lowest responsive and responsible bid for Phase 4 and the total project, making it the low qualifying bidder under Bid No. 8179.

Although the bid results table reflects the contractor's total proposed pricing for all phases, Council authorization at this time is limited to Phases 1–3 flooring and furniture move management as outlined in the Recommendations. Not all work included in the original bid is being approved. Furniture move management is included within Change Order No. 001 with YMC and will be performed by the current contractor as part of the approved project scope.

This change order request is in accordance with Purchasing Resolution 24101, Section 1104 Change Orders, which states "Modifications to a Purchase Order shall be made only by Change Order. Subject to the availability of funds, Change Orders may be utilized for purposes of (3) modifying scope of work/service being provided...Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval...b) Any Change Order which causes the contract price to exceed the authorization in section 203 hereof, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity."

The Purchasing Manager concurs that the recommendation to approve the change order complies with Purchasing Resolution No. 24101, Section 1104.

The General Services Director concurs with this report.

FISCAL IMPACT:

The fiscal impact of this item is \$111,211.34 plus 10% contingency of \$11,121 for a revised total project cost of \$172,296.52. The total project cost is summarized in the following table:

Description	Amount
Original Scope of Work (Phase 4)	\$43,484.93
Contingency	\$6,479.25
Subtotal	\$49,964.18
Phase 1-3 (Change Order #1)	\$92,654.61
Carpet substitution (Change Order #1)	\$18,556.73
Subtotal	\$111,211.34
10% Contingency	\$11,121.00
New project total	\$172,296.52

Sufficient funding for the project is budgeted and available in the Capital Outlay Fund, City

Attorney Renovation Project account number 9925500-462050.

Prepared by: Ruthann Salera, Deputy City Attorney
Approved by: Rebecca McKee-Reimbold, Interim City Attorney
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Mike Futrell, City Manager
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachment: Change Order No. 001