

**PARKS, RECREATION & CULTURAL SERVICES DEPARTMENT  
MEMORANDUM # 10-2015**

**DATE:** May 18, 2015  
**TO:** Honorable Mayor Joyce Downing and City Council Members  
**FROM:** John Pick, City Manager *JP*  
Amanda Peterson, Director of Parks, Recreation and Cultural Services *AP*  
**SUBJECT:** CR-68 - Recreation Center Theatre Seat Replacement

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**RECOMMENDATION**

Attached to this memorandum is CR-68, a resolution that, if approved, would:

1. Authorize the Mayor to execute a purchase order between the City of Northglenn and Colorado Correctional Industries for the Recreation Center Theatre Seat Replacement Project in the amount of \$86,438.52
2. Authorize \$8,643.00 as a contingency and authorize the City Manager, on behalf of the City, to approve minor changes in the scope of work and execute relevant change orders up to the approved expenditure limit of \$95,081.52.

Staff recommends approval of the proposed Resolution as presented.

**BACKGROUND**

The Recreation Center Theatre Seat Replacement Project includes the labor, materials, equipment and construction services necessary for, and incidental to, the demolition of existing Theatre Seats and installation of new seats. The replacement will update the Theatre and allow for patrons to enjoy performances comfortably and quietly.

Demolition of the existing seats is anticipated to begin the week of August 24 and will take no longer than four weeks to complete. During this time, the Theatre will be closed for use.

City staff understands that there is a desire and a need to replace the Recreation Center at some point in the future. However, the D.L. Parsons Theatre is award winning and should have seats and other amenities that are reflective of that. The existing seats are original to the building, and have become uncomfortable with continued use over the last 40 years. Additionally, many of the seats have broken springs and most of them squeak which causes disruptions during performances. The City has the responsibility of providing a functional environment to Theatre patrons until budget allows for the opportunity to replace the existing facility. Moving forward with this project is necessary in order to fulfill the needs of the residents.

Colorado Correctional Industries (CCI), a State Agency, is awarded a State bid and has been selected to do this project. They have a lot of experience in projects of this nature and have a good reputation for following through on all warranty items in a timely fashion. After review by CCI's legal department, it was determined that CCI would not be allowed to sign the standard City contract without making considerable revisions. Due to the fact that the project needs to be done during a specific window of time in order to minimize impacts to performances, staff recommends that the work with CCI be contracted through a Purchase Order.

**BUDGET/TIME IMPLICATIONS**

Funds were allocated for the Theatre Seat Replacement through the 2015 Capital Improvement Program with a budget of \$136,950. A portion of the approved budget will be used towards refinishing the concrete floors, and will be done through a separate contract.

Although it is always hoped that a project can be completed within the original bid, unknown conditions can arise that necessitate changes to the original contract. Remodel projects generally require a 10% contingency, as there are many unknown conditions that exist within older buildings.

The City is seeking the following approval:

Contract approval	\$86,438.52
Contingency 10%	\$8,643.00
Total	\$95,081.52

**STAFF REFERENCE**

Amanda Peterson, Director of Parks, Recreation & Cultural Services  
Dana Kester, Parks Project Coordinator

[apeterson@northglenn.org](mailto:apeterson@northglenn.org)  
[dkester@northglenn.org](mailto:dkester@northglenn.org)

**ATTACHMENTS**

ATTACHMENT 1	CR-68
ATTACHMENT 2	State Price Agreement
ATTACHMENT 3	Cost Proposal

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Attachment 2

State of Colorado Price Agreement

Agreement #: 42500YYY08M
Classification: MANDATORY
Status: Current

State of Colorado Price Agreement



Duration of Agreement:

Period Covered: Jan 1, 1998 To Dec 31, 2019

Options: Option to Renew for 5 More Year(s)

Category:

Furniture

Commodity Code: 425-00
Commodity Description: MANDATORY CCI, Wood and Metal

Division of Finance and Procurement
State Purchasing Office
1525 Sherman Street, 3rd Floor
Denver, CO 80203
Cheri Miller at 303-866-4005
email: cheri.milller@state.co.us

- Ordering/Contact Information
How To Order/Agreement Prices

UPDATE 3/26/15: . Attention, CCI Customers!

Purchasing Deadline: The first purchasing deadline is just TWO WEEKS AWAY for year-end purchases and additional deadlines will quickly follow. Please review the attached information and REVISION #1 Chart; then contact CCI as soon as possible.

CCI appreciates you forwarding this information to your fiscal office, department heads, purchasing agents, and end users within your agency to ensure everyone has been notified of these important dates. If you have questions, contact Cheryl Ahumada (719-226-4200) or the CCI Denver Sales Team - Gina Cline (303-370-2168) or Kevin Conrad (303-370-2172). CCI looks forward to providing your office furniture, seating and modular office systems needs.

Furniture Sale: CCI has launched its 2015 Fiscal Year-End Furniture Sale! This sale is at CCI's Denver showroom and warehouse, and includes a variety of furniture pieces that could fulfill your office needs. Take a look at photos (attached) of some of the discounted items.

Sale items include office workstations, desks, storage and filing cabinets, seating furniture, and much, much more! Discounts off regularly marked prices will be reduced 25%-75% on select products in stock in CCI's showroom and warehouse, while supplies last! This sale continues until June 19, 2015. (See attached flyer.) Visit CCI's Denver showroom and save today!

For further information, please refer to the attached flyer or contact Gina Cline or Kevin Conrad at the Denver showroom.

From: Cheryl Ahumada
Marketing Coordinator/Customer Relations
Colorado Correctional Industries
We Build Opportunity

(See attached file: CCI- 2015 Year End Deadlines for Furniture- REV 1- at 3-26-15.pdf)
(See attached file: CCI- Year-End Sale Flyer 2015-REV 1- at 3-26-15.pdf)

UPDATE 3/11/15 (superseded): Hello, CCI Customers! Below is notice concerning Colorado Correctional Industries' year-end purchasing deadlines and year-end delivery schedule. We would appreciate you forwarding this information to your fiscal office, department heads, purchasing agents and end users within your agency to assure everyone has been notified of these important dates. If you have any questions, you may contact me at (719) 226-4200, or our Denver Sales office staff at (303) 370-2168 (Gina) and/or (303) 370-2172 (Kevin). CCI looks forward to providing your State Award office furniture, seating and modular office systems needs.

Beginning 3/2/15, CCI is launching a 2015 Fiscal Year-End Furniture Sale! This sale is at our Denver showroom and warehouse, and includes a variety of furniture pieces that could fulfill your office needs. Discounted offerings include office workstations, desks, storage and filing cabinets, seating furniture, and much, much more! Discounts

off regularly marked prices will be **reduced 25%-75%** on select products that are currently in stock. This sale will continue until the end of the fiscal year purchasing cut off date of **June 19, 2015**. (See flyer below.) Visit our Denver showroom and save today! For further information, please refer to the attached flyers or contact Gina Cline or Kevin Conrad at the Denver showroom.

**From: Cheryl Ahumada**  
Marketing Coordinator/Customer Relations  
Colorado Correctional Industries  
*We Build Opportunity*

## ---- Ordering Instructions ----

To view the Colorado Correctional Industries products and pricing: <https://www.coloradoci.com>

- **Before proceeding** with a bid or purchase of any type of office furnishings from *another vendor*, **State agencies are required** to obtain a waiver from Colorado Correctional Industries.
- Complete the waiver form below and email (or FAX) it to CCI.

(See attached file: Waiver CCI 2013 revised.doc)

By statute, C.R.S. 17-24-111(1)(a) requires that all State agencies purchase office furniture and office systems from the (Colorado Dept. of Corrections) Division of Corrections DBA Colorado Correctional Industries "CCI". In applying this statute and administering the waiver process, the terms "office furniture" and "office systems" shall mean:

"Those systems and furniture that, at the time the product requirement is communicated, are described in Division of Correctional Industries' catalogs and web site and are intended primarily for use in an office environment (including faculty offices, meeting rooms, and conference rooms). Before proceeding with the bid or purchase of any type of office furnishings (except accessories; i.e. keyboard trays, monitor stands), State agencies are required to have a waiver from Colorado Correctional Industries."

State agencies may contact State Purchasing if they have questions regarding this requirement.

- Metal filing and storage products are available and part of this mandatory agreement. Pricing can be found on the CCI website.

application/pdf	28 KB	<a href="#">CCI- 2015 Year End Deadlines for Furniture- REV 1- at 3-26-15.pdf</a>
application/pdf	206 KB	<a href="#">CCI- Year-End Sale Flyer 2015-REV 1- at 3-26-15.pdf</a>
application/msword	68 KB	<a href="#">Waiver CCI 2013 revised.doc</a>

**Files:**

**Contract Status:** Not applicable

**▼ Vendor Insurance Certificate Expiration Dates**

Workers' Comp:	General Liability:	Other Insurance:	Other Insurance Description:
Not applicable	Not applicable	Not applicable	

**Files:**

**▼ Additional Attachments**

**Files:**

**▼ Conditions Of Agreement**

**This Agreement results from the following solicitation:**

**Number:** o C.R.S. 17-24-111(1)(a) requires that all State agencies purchase office furniture and office systems from CCI. o No "master contract", instead this Price Agreement shall display statutory term extensions as "renewals".

**Files:**

**Amendments:**

**Amendment Number:** 16  
**Amendment Effective On:** Dec 31, 2014  
**Reason For Amendment:** - 5-Year Term renewal (perpetual per Statute)

- Amendment History:**
1. 01/01/99 Annual renewal
  2. 12/17/99 Annual renewal
  3. 12/07/2000 Renewal for one year
  4. 12/26/2001 Renewal for one year
  5. 01/09/2003 Consolidation of 42020YYY01P, 42554YYY01M, 42554YYY02M, 42594YYY11M, and 42064YYY01P
  6. 10/08/2003 New Waiver form and procedures attached
  7. 12/31/2007 Renewal for one year
  8. 12/5/08 New pricing
  9. 12/30/08 Renewal for one year
  10. Remove Consolidated Price Agreements: 42020YYY01P and 42064YYY01P - please refer to new PERMISSIVE Agreement Number 42044YYY01P
  11. 01/01/2009 Annual Renewal
  12. 12/30/2010 Annual Renewal
  13. 12/31/2011 Annual Renewal
  14. 12/31/2012 Annual Renewal
  15. 12/31/2013 Annual Renewal
  16. 12/31/2014 - 5-Year Term renewal (perpetual per Statute)

Project/Quote Information		Cost Proposal	
Project No:	<b>14-CI-35189-01</b>	Date Submitted:	<b>0000-00-00 00:00:00</b>
Revision No:		Date Last Received:	<b>2015-04-03 09:54:43</b>
P.O. No:		Date Last Completed:	<b>2015-04-03 09:54:43</b>

Customer Information	
Agency: <b>City of Northglenn</b>	Phone: <b>303-450-8838</b>
Contact: <b>Dana Kester</b>	
Department: <b>Parks, Recreation &amp; Cultural Services</b>	Fax:
Room No:	
Street: <b>11701 Community Center Drive</b>	Email: <b>dkester@northglenn.org</b>
City, State Zip: <b>Northglenn, CO 80233-8061</b>	

Price Information		
Shop	List Total	Sell Total
5255	\$18,750.00	\$18,750.00
5955	\$67,688.52	\$67,688.52
		<b>\$86,438.52 List Price</b>
		<b>\$86,438.52 Sell Price</b>
		<b>\$0.00 Design Fee</b>
		<b>\$0.00 Install Fee</b>
		<b>\$86,438.52 subtotal</b>
		<b>\$0.00 Discount</b>
		<b>\$0.00 Other</b>
		<b>\$0.00 Sales Tax</b>
		<b>\$86,438.52 Total</b>

**Line Items**

Shop: 5255			Shop Total: \$18,750.00	
Product / Description	List	Sell	Qty	Total
Product #: Installation	\$18,750.00	\$18,750.00	1	\$18,750.00
Installation Includes removal and haul away of existing seats				

Shop: 5955			Shop Total: \$67,688.52	
Product / Description	List	Sell	Qty	Total
Product #: Seat	\$146.49	\$146.49	302	\$44,239.98
Lancaster Auditorium Seating Seat and Back Assembly .COM Fabric (Pending Testing & Approval).3" Foam on Seat & 2" on Back .Plastic Arm Caps .Plastic Back Panel and Seat Bottom. .Standard KI Finishes (See Color Addendum).Floor Mounted Upright (Wit				
Product #: Fabric	\$51.30	\$51.30	302	\$15,492.60
Pallas grade 1 Fabric on Seat and Back,HOLY COW SASSY PLUM				
Product #: Seat/Row Marker	\$1.14	\$1.14	368	\$419.52
78 x 1.18 Ellipse .020 Thick Lexan Film Plate, Secured With Adhesive.Seat Numbers Recessed on Front of Seat Shroud.Row Markers Recessed and Secured on Top Surface				

at Rear of Armcap				
Product #: Aisle Lights 24VAC Using .04 Amps per Lamp .Lamps per Unit = 2 .Plastic Rectangular Housing, 1"H x 3-3/8"W.Approx. 11 1/2" Off The Floor .Transformers Are Not Provided .Hardwiring To Be Done By Others	\$29.07	\$29.07	62	\$1,802.34
Product #: Plastic End Panels Constructed of Injected Molded Polypropylene.Standard KI Finishes (See Color	\$6.27	\$6.27	62	\$388.74
Product #: Freight Freight - Prepaid and Add - FOB KI Factory	\$2,175.00	\$2,175.00	1	\$2,175.00
Product #: SLNAU STRIVE 4 LEG ARMLESS CHAIR, UPHOLSTERED SEATBlack Poly, Black FRAMEPallas Holy Cow Sassy Plum fabric	\$176.13	\$176.13	18	\$3,170.34

Note: Once your order has been placed it is considered a custom order and non-returnable. Custom orders are unique to individual preferences and distinctly manufactured to fit room sizes including specific design and color selections for fabric, trim and work surfaces.

Thank you for your interest and dedication to Colorado Correctional Industries.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-68  
Series of 2015

\_\_\_\_\_  
Series of 2015

A RESOLUTION AUTHORIZING THE CITY MANAGER TO ISSUE A PURCHASE ORDER TO COLORADO CORRECTIONAL INDUSTRIES IN THE AMOUNT OF \$86,438.52 FOR THE RECREATION CENTER THEATRE SEAT REPLACEMENT PROJECT AND A 10% CONTINGENCY IN THE AMOUNT OF \$8,643

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Manager is hereby authorized to issue a Purchase Order to Colorado Correctional Industries in the amount of \$86,438.52 with a ten percent (10%) contingency of \$8,643.00 for the Recreation Center Theatre Seat Replacement Project.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
LISA ANDREWS, CMC  
Deputy City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
COREY Y. HOFFMANN  
City Attorney