

## EQUIPMENT PURCHASE APPROVAL REQUEST

### Child Care and Development Division (CCDD)

**NOTE:** Child Care and Development Division (CCDD) approval is required prior to incurring costs when the total amount equals or exceeds \$5,000 per unit cost, including tax, and/or \$10,000 in sum, including tax. Private agencies are required to obtain and submit documentation of at least three (3) bids for purchases requiring CDSS approval. Public agencies shall comply with the applicable section of the Public Contract Code (PCC).

| <b>PART I</b>  |                    |                              |                       |                                  |  |  |
|--|--------------------|------------------------------|-----------------------|----------------------------------|--|--|
| SPECIAL NOTE: Object Classification 6400 - Equipment and Object Classification 6500 - Equipment Replacement - The contractor listed below must apply for approval to use child care and development contract funds to purchase items of equipment, with a cost per item exceeding the limit specified in the Funding Terms and Conditions. |                    |                              |                       |                                  |  |  |
| CONTRACTOR<br>City of La Habra   |                    | ADDRESS<br>215 N. Euclid St. |                       | CITY<br>La Habra                 |  | ZIP CODE<br>90631  |
| CONTACT PERSON<br>Johanna Perez  |                    | TELEPHONE<br>562-383-4271    | CONTRACT TYPE<br>CCTR |                                  | VENDOR NUMBER<br>2183                  |  |
| <b>PART I - DESCRIPTION OF EQUIPMENT</b> (Identify types of equipment proposed for purchase.)  |                    |                              |                       |                                  |  |  |
| QUANTITY   | ITEM               | ITEM COST                    | TOTAL COST            | ITEM PLACEMENT<br>(SITE ADDRESS) | ESTIMATED<br>USEFUL LIFE<br>EXPECTANCY | JUSTIFICATION<br>ATTACHED  |
| 1  | Structural Work    | \$91,020                     | \$222,000             | 215 N. Euclid St, La Habra, CA   | 1 _____ YEARS                          | Yes <input checked="" type="checkbox"/><br>No <input type="checkbox"/> |
|  | MDJ Management LLC |                              |                       |                                  | _____ YEARS                            | Yes <input type="checkbox"/><br>No <input type="checkbox"/>            |
|  |                    |                              |                       |                                  | _____ YEARS                            | Yes <input type="checkbox"/><br>No <input type="checkbox"/>            |
|  |                    |                              |                       |                                  | _____ YEARS                            | Yes <input type="checkbox"/><br>No <input type="checkbox"/>            |

**PART II - CERTIFICATION**

I hereby certify that the above information is true and correct to the best of my knowledge. I also agree to abide by Funding Terms and Conditions requirements with regards to the title, use, disposition, and retention of equipment purchased with child care and development contract funds provided by the California Department of Social Services.

|  |                        |                    |
|--|------------------------|--------------------|
| SIGNATURE OF AUTHORIZED REPRESENTATIVE<br><i>Johanna Perez</i> | TITLE<br>Johanna Perez | DATE<br>04/22/2024 |
|--|------------------------|--------------------|

**PART III - FOR CDD USE ONLY**

|  |   |                                      |                   |                                      |                   |
|--|---|--------------------------------------|-------------------|--------------------------------------|-------------------|
| CCDD receipt date: <u>4/23/24</u><br>Contractor notification date: <u>4/2024</u><br>CONSULTANT RECOMMENDATION<br>Requested: \$ <u>91,020.00</u><br>Approved: \$ <u>91,020.00</u> | COMMENTS<br>The City of La Habra is requesting approval to start phase one of their water damage project at the Euclid Location in which the stucco repair around the rooftop deck will also include damage to the top of the rails. The estimated requested cost for the CCTR apportionment would be 41 %, including a 20% contingency for approximately \$91,020. The approved CCTR amount is \$91,020. A justification letter and bid has been submitted due to the water damage emergency according to FTC's. |                                      |                   |                                      |                   |
| Fiscal Year: <u>23 / 24</u><br>Year-to-Date Balance: \$ _____  | <table border="1"> <tr> <td data-bbox="714 901 1155 998">CONSULTANT<br/><i>Leslie Mitchell</i></td> <td data-bbox="1155 901 1333 998">DATE<br/>4/23/24</td> <td data-bbox="1333 901 1774 998">ADMINISTRATOR<br/><i>Rosanne Pitz</i></td> <td data-bbox="1774 901 1959 998">DATE<br/>4/23/2024</td> </tr> </table>   | CONSULTANT<br><i>Leslie Mitchell</i> | DATE<br>4/23/24   | ADMINISTRATOR<br><i>Rosanne Pitz</i> | DATE<br>4/23/2024 |
| CONSULTANT<br><i>Leslie Mitchell</i>   | DATE<br>4/23/24   | ADMINISTRATOR<br><i>Rosanne Pitz</i> | DATE<br>4/23/2024 |                                      |                   |

Distribution: Original: Contractor, copies to Audits, Fiscal Analyst, CCDD Consultant, and Contractor file



## City of La Habra

*"A Caring Community"*

La Habra, CA 90633-0785

## CHILD DEVELOPMENT DIVISION

215 N. Euclid Street  
La Habra, CA 90631

Office: (562) 383-4270

Fax: (562) 383-4474

April 22, 2024

### **Leslie Mitchell**

#### **Child Development Consultant**

California Department of Social Services

Child Care and Development Division

744 P Street, Sacramento CA 95814

Office (916) 858-9379

[Leslie.Mitchell@dss.ca.gov](mailto:Leslie.Mitchell@dss.ca.gov)

### **RE: Request for Approval for (Phase I) Structural Work**

Hello Leslie,

The City of La Habra Child Development Division requests your approval to complete the following project at the City of La Habra **Child Development Center (MAIN)**. **Site Address:** 215 N. Euclid, La Habra, CA 90631

### **Project: (Phase I) Structural Work**

**Justification:** The wood supports, and Stucco at the 215 N. Euclid Main site (Downstairs) require immediate attention and repair. Due to the water damage, the wood supports need emergency removal/replacement in all affected areas. Due to the poor conditions, children and staff have been relocated, awaiting the completion of this project. To repair damages (Phase I) handled by MDJ Management, LLC, the scope of work will be to open up the roof and parapet walls as needed to replace the existing wood support. Install new wood support members on steel tabs to support existing parapet walls. Stucco repair around the rooftop deck will also include damage to the top of the rails. The estimated cost for the CCTR apportionment would be 41%, including a 20% contingency for approximately **\$91,020**. The steel supports need to be repaired, and Stucco ensures the space is in good condition and safe for children, parents, and staff. **Procurement policies and procedures for the City of La Habra will be adhered to when purchasing the above items. This did not go out to bid as this situation requires immediate emergency repair.**

Please let me know if you need anything else to process this request or if you need to speak to me regarding these projects; you may contact me at (562) 383-4270.

I am looking forward to your favorable response regarding these projects.

Thank you.

Johanna Perez

Executive Director

City of La Habra Child Development

La Habra Child Development

**Cost Allocation for MDJ Management, LLC**

**Site Name Location: MAIN 215 N. Euclid, La Habra CA 90631**

| <b>Main Office Structural Work ( Phase I)</b>   | <b>Total</b>    | <b>CCTR<br/>Acct: 138151<br/>41%</b> | <b>CSPP<br/>Acct: 138254<br/>59%</b> |
|---|-----------------|--------------------------------------|--------------------------------------|
| <b>MDJ Management, LLC:</b> Scope of Work - to open up the roof and parapet walls to replace the existing wood support. Installation of new wood support members on new steel tabs to support existing parapet walls. Stucco repair and around the rooftop deck will also be included with damages on top of the rails. | \$185,000.00    | \$75,850.00                          | \$109,150.00                         |
| <b>20% Contingency</b>  | <b>\$37,000</b> | <b>\$15,170.00</b>                   | <b>\$21,830.00</b>                   |

**Grand Total                      \$222,000.00      \$91,020.00      \$130,980.00**

## Vania Camacho

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**From:** Andrew Luna  
**Sent:** Monday, April 22, 2024 1:15 PM  
**To:** Johanna Perez  
**Cc:** Vania Camacho; Monica Nogal; Kelly Fujio; Albert Mendoza  
**Subject:** RE: Child Care Center Roofing Project Phase 2 (Email 2 of 2)  
**Attachments:** Final 1\_MDJ Steel Work\_\$121,000.pdf; Final\_FC&Sons Roofing Quote\_\$153605.pdf

Roofing Project Repair for Child Care Center @ 215 North Euclid Street

You have Selected MDJ for steel and FC&Sons for Roofing per the proposals attached.

### Phase 1 – Steel Work – MDJ

MDJ Construction Contract - \$121,000

MDJ Construction Contingency (20%) - \$24,200

MDJ Total Construction Contract - \$145,000

City of La Habra Cost to hire Construction manager and Inspector. Note 1(see below)

Construction Inspection - \$24,000

Construction Management - \$12,000

Permit Fees - \$4,000

Total City of La Habra Cost for Phase 1 - \$40,000

### Phase 1 Request

MDJ Total Construction Contract - \$145,000

Total City of La Habra Cost for phase 1- \$40,000

### Phase 2 – Re-Roof of Child Care Center – FC&Sons Roofing

FC&Sons Roofing Construction Contract - \$153,605

FC&Sons Roofing Construction Contingency (20%) - \$30,721

FC&Sons Decking Replacement as needed - \$70,000

Total FC&Sons Roofing Construction Contract - \$254,326

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City of La Habra Cost to hire Construction manager and Inspector. Note 1 (see below)

Construction Inspection - \$24,000

Construction Management - \$12,000

Permit Fees - \$4,000

Total City of La Habra Cost for Phase 2 - \$40,000

145,000 • +  
40,000 • =  
185,000 • 00 \*

### Phase 2 Request

FC & Sons Total Construction Contract - \$254,326

Total City of La Habra Cost for Phase 2 - \$40,000

**Note 1 – The City of La Habra Cost associated are for the City of La Habra to hire a construction inspector and construction manager from engineering divisions on call to manage and inspect this project. Permit fees are for the City to pay to La Habra’s Building and Safety Department for a building permit.**

Andrew Luna, P.E.  
Associate Civil Engineer



MDJ Management, LLC  
License # 1044711  
DIR # 1000061313  
531 Main St. #611 El Segundo CA 90245  
310-490-1521

Job Name: La Habra Child Care Center Structural Work  
Location: 215 N. Euclid Street  
Customer: City of La Habra

Submission Date: 4/11/2024

#### Detailed Scope of Work

##### Steel Supports

- Open up roof and parapet walls as needed to replace existing wood supports
- Installation of temporary wood supports to hold up existing parapet walls
- Removal of existing wood support members
- Installation of blocking per plans for new supports
- Custom fabrication of new support anchors with tabs
  - To be fabricated off site and galvanized dipped
- Take measurements for new L metal steel support members
  - To be location specific due to slope of existing roof
  - Hot dip galvanized off site
- Installation of new wood support members on new steel tabs to support existing parapet walls
- Removal of previous temporary support members
  - Would allow roofing company to come back through and patch back roof underlayment and waterproof around roof tabs
  - All roofing done by others

##### Stucco Repair

- Parapet Wall Penetrations
  - Patch back around parapet wall penetrations
  - Installation of waterproofing membrane and patch back of stucco to match surrounding
  - Paint corner to corner of affected stucco areas
    - Paint color to match surrounding
- Parapet Wall Stucco Repair
  - Around existing rooftop deck the parapet stucco wall has some damage on top rail
  - Break away stucco or top rail and down at least 12"
  - Waterproof and patch back stucco to match surrounding
  - Paint entire parapet wall on both sides corner to corner
    - Paint color to match surrounding

##### Notes:

- 20 total working days

- Any additional add on items will be at the request of Customer. Any adjustment shall be an additional cost.
- MDJ to supply executed construction contract, payment and performance bonds, and insurance certificates.
- All steel work to be performed per plans provided
- Building and safety permit is required
  - Permit fees to be waived by city
  - MDJ to pull permit, submit welding certifications, and satisfy all requirements needed to obtain building permit.
- Price includes all labor (**Normal Working Hours - Prevailing Wage**), materials, equipment to complete this scope of work.
- Any accidental damage to roof or building outside of demolition needed to fulfill scope of work shall be restored by MDJ at no additional cost to the city.
- Construction Exclusions:
  - All roof work to be done by others
  - All deck resurfacing to be done by others
  - Price is based upon access to roof through existing stairs

**CLARIFICATIONS AND EXCLUSIONS:**

- Warranty
  - One year warranty against workmanship
  - Manufacturer's warranty varies
- Plans, permits, permit fees, related fees, testing and/or testing fees, inspection fees, survey or survey fees, and engineering fees unless specified above to be paid for by client
- MDJ reserves the right to review, change, and/or delete any provisions of any prime contract or subcontract, which results from this quotation
  - Any such change and/or delete to be submitted in writing and must be approved by the city engineer
- All terms to be net 30 days in full upon receipt of invoice.

**Lump Sum: \$121,000**

All work to be completed in a substantial and workmanlike manner according to standard practices for the sum of **\$121,000**. Any additional add on items will be at the request of Customer. Any adjustment shall be an additional cost.

Bid price is good for thirty (60) days only.

Submitted by:



**Matthew McMillon**  
**President MDJ**  
**310.490.1521**  
**matt@buildwithmdj.com**