

## 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 City of La Habra	ADDRESS 215 N. Euclid St. CITY La Habra ZIP CODE 90631					
CONTACT PERSON Johanna Perez	TELEPHONE 562-383-4271 CONTRACT TYPE CCTR VENDOR NUMBER 2183					
<b>PART I - DESCRIPTION OF EQUIPMENT (Identify types of equipment proposed for purchase.)</b>						
QUANTITY	ITEM	ITEM COST	TOTAL COST	ITEM PLACEMENT (SITE ADDRESS)	ESTIMATED USEFUL LIFE EXPECTANCY	JUSTIFICATION ATTACHED
	MDJ Wall Repair	\$295,500	\$120,745	215 N. Euclid Main Office	____ YEARS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
				Downstairs	____ YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					____ YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					____ YEARS	Yes <input type="checkbox"/> 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 <i>Johanna Perez</i>	TITLE Executive Director	DATE 03/24/2025
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**PART III - FOR CDD USE ONLY**

CCDD receipt date: 3/24/25  
 Contractor notification date: 3/2025

CONSULTANT RECOMMENDATION

Requested: \$ 120,745.00  
 Approved: \$ 120,745.00

Fiscal Year: 24 / 25  
 Year-to-Date Balance: \$ \_\_\_\_\_

COMMENTS

The city of La Habra is requesting the emergency approval for the Wall Restoration Project at La Habra Child Development Center (MAIN). Site Address: 215 N. Euclid, La Habra, CA 90631. The city has classified this as an emergency project due to weather-related damage caused by water and mold exposure. Requested and approved CCTR amount is \$120,745.00. A justification letter, allocation table and a bid have been submitted according to FTC's.

CONSULTANT <i>Leslie Mitchell</i>	DATE 3/28/2025	ADMINISTRATOR <i>Megan J. Jones</i>	DATE 03/28/25
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Distribution: Original: Contractor, copies to Audits, Fiscal Analyst, CCDD Consultant, and Contractor file.



## City of La Habra

"A Caring Community"

## CHILD DEVELOPMENT DIVISION

215 N. Euclid Street  
La Habra, CA 90631  
La Habra, CA 90633-0785  
Office: (562) 383-4270  
Fax: (562) 383-4474

March 24, 2025  
**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 the Wall Repair Project**

Hello Richard,

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: Wall Repair Project: Repairs of Damaged Wall Areas**

**Justification:** The damaged wall at the 215 N. Euclid Main site (Downstairs) requires immediate attention and repair. The city has classified this as an emergency project due to weather-related damage, specifically caused by water and mold exposure. As a result, children and staff have been relocated and are awaiting the project's completion.

MDJ Management will conduct the repairs in three phases:

1. **\*\*Phase One\*\*:** This phase involves the demolition of all wood framing, installation of shoring, removal of windows and stucco, and existing electrical work for structural repairs.
2. **\*\*Phase Two\*\*:** This phase will include further demolition, additional structural repairs, and installation.
3. **\*\*Phase Three\*\*:** The final phase will consist of removing any additional damaged areas, performing further structural repairs, and installing, drywall and stucco.

The total cost for this project is \$294,500. The estimated cost for the CCTR apportionment is 41%, amounting to **\$120,745**. Completing the wall rehabilitation is essential for creating a safe environment for children, families, 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) 383-4271.

Thank you; I look forward to your favorable response regarding this project.

Johanna Perez  
Executive Director  
City of La Habra Child Development

NOTE: EESD approval required prior to incurring costs. in excess of \$7,500. Private agencies are required to obtain and submit documentation of at least three bids for a purchase in excess of \$5,000.

**EQUIPMENT PURCHASE APPROVAL REQUEST**

**PART I SPECIAL NOTE:** Object Classification 6400 - Equipment and Object Classification 6500 - Equipment Replacement - The contractor listed below must apply for approval to use Child Development contract funds to purchase items of equipment, with a cost per item exceeding the limit specified in the Funding Terms and Conditions.

CONTRACTOR <b>City of La Habra</b>	ADDRESS <b>215 N. Euclid</b>	CITY <b>La Habra</b>	ZIP CODE <b>90631</b>
CONTACT PERSON <b>Johanna Perez</b>	TELEPHONE <b>(562)383-4270</b>	CONTRACT TYPE <b>CSPP</b>	VENDOR NUMBER <b>2183</b>

**PART I - DESCRIPTION OF EQUIPMENT (Identify types of equipment proposed for purchase.)**

QUANTITY	ITEM	ITEM COST	TOTAL COST	ITEM PLACEMENT (SITE ADDRESS)	ESTIMATED USEFUL LIFE EXPECTANCY YEARS	JUSTIFICATION ATTACHED
	<b>MDJ Wall Repair</b>	<b>\$ 294,500</b>	<b>\$ 173,755</b>	<b>215 N. Euclid, La Habra, CA 90631</b>	YEARS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
				<b>Main Office -Downstairs</b>	YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					YEARS	Yes <input type="checkbox"/> No <input type="checkbox"/>
					YEARS	Yes <input type="checkbox"/> 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 contract funds provide by the California Department of Education.

SIGNATURE OF BOARD PRESIDENT OR DESIGNEE  
*Johanna Perez*

TITLE  
**Executive Director**

DATE  
**3/24/2025**

**PART III - FOR CDD USE ONLY**

COMMENTS  
See attached letter an cost allocation, project did not go out to bid due to emergency conditions.

EESD receipt date: 3 / 25 /20 25

Contractor notification date: 3 / 27 /20 25

CONSULTANT RECOMMENDATION

Requested \$ 173,755 Approved \$ 173,755

Fiscal Year 20 24 / 25

Year-to-Date Balance: \$                     

CONSULTANT  
*Richard Scott Miller*

ADMINISTRATOR  
*Linda Morales*

DATE  
*03/25/2025*



## City of La Habra

"A Caring Community"

## CHILD DEVELOPMENT DIVISION

215 N. Euclid Street  
La Habra, CA 90631  
La Habra, CA 90633-0785  
Office: (562) 383-4270  
Fax: (562) 383-4474

March 24, 2025

**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 the Wall Repair Project**

Hello Richard,

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

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**Justification:** The damaged wall at the 215 N. Euclid Main site (Downstairs) requires immediate attention and repair. The city has classified this as an emergency project due to weather-related damage, specifically caused by water and mold exposure. As a result, children and staff have been relocated and are awaiting the project's completion.

MDJ Management will conduct the repairs in three phases:

1. **Phase One:** This phase involves the demolition of all wood framing, installation of shoring, removal of windows and stucco, and existing electrical work for structural repairs.
2. **Phase Two:** This phase will include further demolition, additional structural repairs, and installation.
3. **Phase Three:** The final phase will consist of removing any additional damaged areas, performing further structural repairs, and installing, drywall and stucco.

The total cost for this project is \$294,500. The estimated cost for the CCTR apportionment is 41%, amounting to **\$120,745**. Completing the wall rehabilitation is essential for creating a safe environment for children, families, 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) 383-4271.

Thank you; I look forward to your favorable response regarding this project.

*Johanna Perez*

Johanna Perez

Executive Director

City of La Habra Child Development

**24-25**

La Habra Child Development

**Cost Allocation Wall Repair**

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

<b>MDJ Management: Wall repair</b>			
	<b>Total</b>	<b>CTTR Acct: 225520 41%</b>	<b>CSPP Acct: 230520 59%</b>
<b>MDJ Management Wall Repair:</b> The La Habra Child Care Center South Wall Repair Project will be completed in three phases, including demolition, structural repairs, and installation of new materials.	\$294,500.00	\$120,745.00	\$173,755.00
<b>0 % Contingency</b>	<b>\$0</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Grand Total      \$294,500.00      \$120,745.00      \$173,755.00**



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 South Wall Repair Project  
Location: 215 N. Euclid Street  
Customer: City of La Habra

Submission Date: 3/24/25

### **Detailed Scope of Work**

Pricing based on Bidding Purposes Plans dated 3/5/25

#### **Phase 1**

- Demolition
  - All wood framing members to remain and be protected in place
    - Shoring as required due to damaged members
  - Existing lights to be removed and save for later
  - Existing scupper to remain in place and protected
  - Demolition of exterior stucco and sheathing from foundation to roof
  - Demolition of existing wood trellis
  - Removal of parapet tile cap and save for later
  - Existing canopies over doors to be removed
  - Demolition of interior drywall walls from floor to ceiling
    - Existing sill plate and top plate to remain and protected
  - Demolition of interior drywall ceiling back approximately 4 feet
    - Or removal and reinstallation of TBar ceiling as needed
  - Removal of existing windows
    - Window trim to remain
  - Removal of existing outlets and switches
- Structural repairs
  - Structural engineer observation after demo to confirm or revise structural repair plan
  - Repair all damaged wood members per plans
  - Install new structural per plans
  - Install new sheathing per plans
- Install
  - New windows
  - New outlets, switches, and plates

#### **Phase 2**

- Demolition
  - All wood framing members to remain and be protected in place
    - Shoring as required due to damaged members

- Existing lights to to be removed and save for later
- Existing scupper to remain in place and protected
- Demolition of exterior stucco and sheathing from foundation to roof
- Demolition of existing wood trellis
- Removal of parapet tile cap and save for later
- Existing roof wall crown to remain in place and protected
- Existing ornaments to be removed and save for later
- Demolition of interior drywall walls from floor to ceiling
  - Existing sill plate and top plate to remain and protected
- Demolition of interior drywall ceiling back approximately 4 feet
  - Or removal and reinstallation of TBar ceiling as needed
- Removal of existing windows
  - Window trim to remain
- Existing small window near roof line to remain in place and protected
- Existing metal doors and frames to be removed and save for later
- Existing handrail to remain in place and protected
- Existing camera to be removed and save for later
- Removal of existing outlets and switches
- Structural repairs
  - Structural engineer observation after demo to confirm or revise structural repair plan
  - Repair all damaged wood members per plans
  - Install new structural per plans
  - Install new sheathing per plans
  - Install new canopies over doors per plans
- Install
  - Saved doors and frames
  - New windows
  - New outlets, switches, and plates

### **Phase 3**

- Demolition
  - All wood framing members to remain and be protected in place
    - Shoring as required due to damaged members
  - Existing lights to to be removed and save for later
  - Existing scupper to remain in place and protected
  - Demolition of exterior stucco and sheathing from foundation to roof
  - Demolition of existing wood trellis
  - Removal of parapet tile cap and save for later
  - Demolition of interior drywall walls from floor to ceiling
    - Existing sill plate and top plate to remain and protected
  - Demolition of interior drywall ceiling back approximately 4 feet
    - Or removal and reinstallation of TBar ceiling as needed
  - Removal of existing windows
    - Window trim to remain
  - Removal of existing outlets and switches
- Structural repairs
  - Structural engineer observation after demo to confirm or revise structural repair plan
  - Repair all damaged wood members per plans
  - Install new structural per plans
  - Install new sheathing per plans
- Install

- New windows
- New outlets, switches, and plates

### **Stucco Installation**

- Installation of new stucco across entire affected south wall
- Installation of saved lights, cameras, ornaments, and parapet tile caps
- Paint to match surrounding stucco
- Installation of 4 new downspouts

### **Drywall Installation**

- Installation of new drywall walls and ceiling
  - Finish to match surrounding
- Paint drywall walls and ceiling
  - Color and finish TBD

### **Notes:**

- 40 total working days
  - We are at the mercy of the window ordering options
    - MDJ not responsible for window delays
  - MDJ to work with client on finding an available option that meets their requirements
    - Windows to be double pane with gas
- Temp fencing with privacy screen installed
- Time for city required sorting for recycling included
- 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.
- Building and safety permit is required
  - Permit fees to be waived by city
  - MDJ to pay \$100 state of CA fee
  - 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.
- Work to be coordinated with previous roofing contractor and weatherweld manufacturer to ensure existing warranty

### **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: \$294,500**

All work to be completed in a substantial and workmanlike manner according to standard practices for the sum of **\$294,500**. Any additional add on items will be at the request of Customer. Any adjustment shall be an additional cost.

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

Submitted by:

A handwritten signature in blue ink that reads "Matt McMillon". The signature is written in a cursive style with a horizontal line extending to the right.

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