



**CALAVERAS COUNTY BOARD OF SUPERVISORS AGENDA SUBMITTAL**

<b>Short Name/Subject</b> Authorize Chair to execute Notice of Completion	<b>Board Meeting Date</b> May 28, 2019	<b>Agenda Number</b> 21
<b>Dept:</b> Administrative Office <b>Contact:</b> Bonnie Rich <b>Phone:</b> 209/754-6025	<b>Supervisory District Number</b> Countywide	Consent Agenda
<b>Published Notice Required?</b> No <b>Public Hearing Required?</b> No		<b>Estimated Time:</b>
<b>Type of Document?</b> Action Item <b>PowerPoint Presentation Included?</b> No <b>Budget Transfer Included (Must be signed by Auditor)?</b> No <b>Complete Agreement Required?</b> No <b>Position Allocation Change?</b> No		

**RECOMMENDATION:**

1. Accept contract work for the Treasurer/Tax Collector Security Window/Wall project as complete; 2. Authorize the Chair to execute the Notice of Completion; 3. Authorize the release of retention of 5% for said public contract work; and 4. Authorize the Clerk of the Board to release the Payment and Performance Bonds to the Surety upon notification from the County Administrative Office, after the one-year guarantee period.

**DISCUSSION/SUMMARY:**

This project consisted of the installation of a Level III Security Window and Wall System for the Treasurer/Tax Collector.

All contract work was completed on January 31, 2019. There was one (1) change order issued necessary to extend time for completion of the contract work. The total amount of the contract is \$55,940.00. Upon execution and recording of the Notice of Completion, staff will release retention at 5% of the total cost of the contract.

Consistent with the provisions of Civil Code, Division 4, Part 6, Title 3, the attached Notice of Completion has been prepared for execution by the Board Chair and recordation by the County Clerk-Recorder. One (1) year following the acceptance of completion of the work, the payment and performance bonds will be released to the Surety in accordance with the guarantee and warranty provisions of the contract.

**FINANCING:**

Funding for the release of retention of 5% of the total contract cost is the final payment due to Contractor. Funds are budgeted within the Capital Improvement Projects budget unit (10401060)/(5712) TT Security Remodel. Non-General Fund (Special Revenue Fund: 55870000 COP – Certificates of Participation).

An updated spreadsheet of total project costs through close-out is attached.

**ALTERNATIVES:**

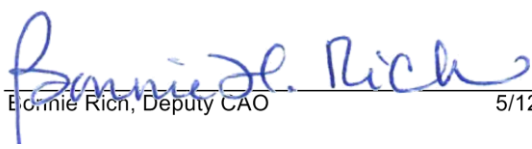
The Board could choose not to approve this matter; however, staff does not recommend this as

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public contract code requires the release of all payments due to contractor(s) within 60 days of the work being completed.

**APPROVED BY:**

  
Bonnie Rich, Deputy CAO

5/12/2019

  
Sarah DeKay

5/17/2019

  
Albert, County Administrative Officer

5/17/2019

  
Diane Severud, Deputy Clerk of the Board of Supervisors

5/20/2019