



# CITY OF INGLEWOOD

## OFFICE OF THE CITY MANAGER



**DATE:** February 9, 2021

**TO:** Mayor and Council Members

**FROM:** Parks, Recreation and Community Services Department

**SUBJECT:** Vincent Park Tennis Court Improvements

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### **RECOMMENDATION:**

It is recommended that the Mayor and Council Members adopt a resolution amending the Fiscal Year 2020-2021 Budget in the amount of \$49,950 for Phase II improvements at the Donald Bly Tennis Complex at Edward Vincent Park. (General Fund)

### **BACKGROUND:**

Edward Vincent Jr. Park is a 55-acre park, located at 700 Warren Lane. The park includes eight (8) tennis courts that were constructed more than 20 years ago. Over the years, the tennis courts have remained in high demand and attracted residents and visitors alike to the park to participate in individual, group and tournament play. Vincent Park is unique in that it has eight courts in the same complex making it ideal for tournament and group tennis.

In an effort to improve the park's aesthetics, safety, amenities, restroom condition, and overall recreation experience for residents and visitors, the City completed the tennis court electrical upgrade in November 2014, replacing and updating electrical conduit, wires and lights. The Vincent Park Tennis Court Resurfacing Project was completed April 2019 (Project P929). This work included the repair of worn and cracking concrete, resurfacing, striping, replacement of existing worn fencing, painting of posts, replacement of gates, installation of bleachers, and renovation of the adjacent restroom.

### **DISCUSSION:**

Following the grand opening of the courts to the public, it was observed that additional water lines with taps are needed for maintenance of the newly refurbished courts, as well as additional benches. On April 21, 2020, staff issued a request for quotation to three vendors, namely ABC Builders, Incorporated of Glendale, CA, CEM Construction of Downey, CA, and KASA Construction of Chino California.

Two quotes were received. ABC Builders Inc. provided the lowest responsive quote in the amount of \$49,950; CEM Construction responded with a quote of \$64,225; and KASA Inc. did not respond.

### **FINANCIAL/FUNDING ISSUES AND SOURCES:**

Upon adoption of the proposed resolution amending the Fiscal Year 2020-2021 Budget, ABC Builders Inc. will be contracted via a short-form agreement. Funds will be available in the following account:

5.

Account Code No.	Description	Amount
001.100.P929.44870	General Fund – Capital Projects – Vincent Park Tennis Court Improvement Project – Contract Services-PR&CS	\$49,950

**LEGAL REVIEW VERIFICATION:** YD

Administrative staff has verified the legal documents accompanying this report have been reviewed and approved by the Office of the City Attorney.

**BUDGET REVIEW VERIFICATION:** YD

Administrative staff has verified that this report, in its entirety, has been submitted to, reviewed, and approved by the Budget Division.

**FINANCE REVIEW VERIFICATION:** YD

Administrative staff has verified that this report, in its entirety, has been submitted to, reviewed, and approved by the Finance Department.

**DESCRIPTION OF ANY ATTACHMENTS:**

Attachment No. 1 – Resolution

Attachment No. 2 – ABC Builders, Inc. Quotation

**PREPARED BY:**

Sabrina Barnes, Parks, Recreation and Community Services Director

Boytrese Osias, Public Works - Senior Engineer

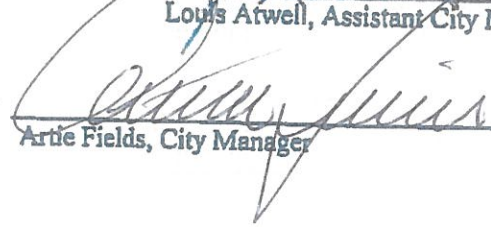
**COUNCIL PRESENTER:**

Sabrina Barnes, Director of Parks, Recreation and Community Services Director

APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD APPROVAL:   
Sabrina Barnes, Parks, Rec., & Comm Svcs. Director

ASSISTANT CITY MANAGER APPROVAL:   
Louis Atwell, Assistant City Manager

CITY MANAGER APPROVAL:   
Artie Fields, City Manager

# **ATTACHMENT NO. 1**

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RESOLUTION NO.: \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INGLEWOOD, CALIFORNIA, AMENDING THE 2020-2021 ANNUAL BUDGET TO TRANSFER MONIES INTO A DESIGNATED ACCOUNT IN ORDER TO FUND AND TRACK THE EXPENDITURE OF FUNDS USED TO MAKE REPAIRS AT EDWARD VINCENT JR. PARK.

**WHEREAS**, Edward Vincent Jr. Park (“Vincent Park”) is a 55-acre park, located at 700 Warren Lane; and

**WHEREAS**, the park includes eight (8) tennis courts that were constructed more than 20 years ago; and

**WHEREAS**, over the years, the tennis courts have remained in high demand and attracted residents and visitors alike to the park to participate in individual, group and tournament play; and

**WHEREAS**, Vincent Park is unique in that it has eight courts in the same complex making it idea for tournament and group tennis; and

**WHEREAS**, in an effort to improve the park’s aesthetics, safety, amenities, restroom condition, and overall recreation experience for residents and visitors, the City completed the tennis court electrical upgrade in November 2014, replacing and updating electrical conduit, wires and lights; and

**WHEREAS**, Vincent Park Tennis Court Resurfacing Project (the “Project”) was completed April 2019 (Project P929); and

**WHEREAS**, following the Project completion it was observed that additional water lines with taps are needed for maintenance of the newly refurbished courts, as well as additional benches; and

**WHEREAS**, this budget amendment will transfer monies from one account into another account and will ensure that the anticipated work gets funded and tracked.

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**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF INGLEWOOD, CALIFORNIA  
DOES HEREBY RESOLVE TO:**

**Section 1.** Amend the Fiscal Year 2020-2021 Budget as shown in Exhibit "A," which is attached hereby and incorporated herein as if set forth in full.

**BE IT FURTHER RESOLVED** that the City Clerk shall certify to the adoption of this Resolution and the same shall be in full force and effect immediately upon adoption.

Passed, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF INGLEWOOD:**

\_\_\_\_\_  
**James T. Butts, Jr.,**  
Mayor

**ATTEST:**

\_\_\_\_\_  
**Aisha L. Thompson,**  
City Clerk

**Budget Transfer  
Exhibit A**

Fund: 001  
Agency: 100  
Orgn: P929

	<b>Fiscal Year 2020-2021 Budget</b>	<b>Amended Budget</b>	<b>Increase</b>
44870- Contract Services	\$0	\$49,950	\$49,950
<b>Total</b>	\$0	\$49,950	\$49,950

# **ATTACHMENT NO. 2**





ONE W. MANCHESTER BLVD, INGLEWOOD, CA 90301-1750

**REQUEST FOR QUOTATION  
(THIS IS NOT AN ORDER)**

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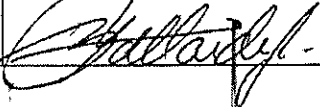
1. REQUESTING DEPT. Parks, and Rec Department	2. REQUEST NO.	3. DATE ISSUED 7-24-20	4. REQ/P.O. NO.	5. BUS. LIC. NO. 5-042827	6. LOCAL BUSINESS? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
7. ISSUED BY: Name: Boytrese Osias Dept: PW Section:			8. DEPT. CONTACT NAME & PHONE NO. Boytrese Osias - (310) 412-5333 Kenrick Sanderlin		
9. : Contractors ABC Builders, Inc					
a. NAME OF COMPANY ABC BUILDERS INC.			b. NAME, TITLE AND PHONE NO. OF AUTHORIZED QUOTER Juan Gallardo - Pres. 818-427-4147		
c. STREET ADDRESS 454 S. Central Ave. # B		d. CITY GLENDALE	e. STATE CA	f. ZIP CODE 91204	
10. PLEASE SUBMIT QUOTATION TO ISSUING OFFICE IN BLOCK 7 ON: July 31, 2020 NO LATER THAN 4:00PM		IMPORTANT: This is a request for information, and quotations furnished are for consideration only. If you are unable to quote please indicate on this form and return the form to the City of Inglewood by email, fax, or mail. This request does not commit the City of Inglewood to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Any representations and/or certificates attached to this Request for Quotation must be completed by the proposer.			
11. SCHEDULE (Include applicable Federal, State and Local taxes)					

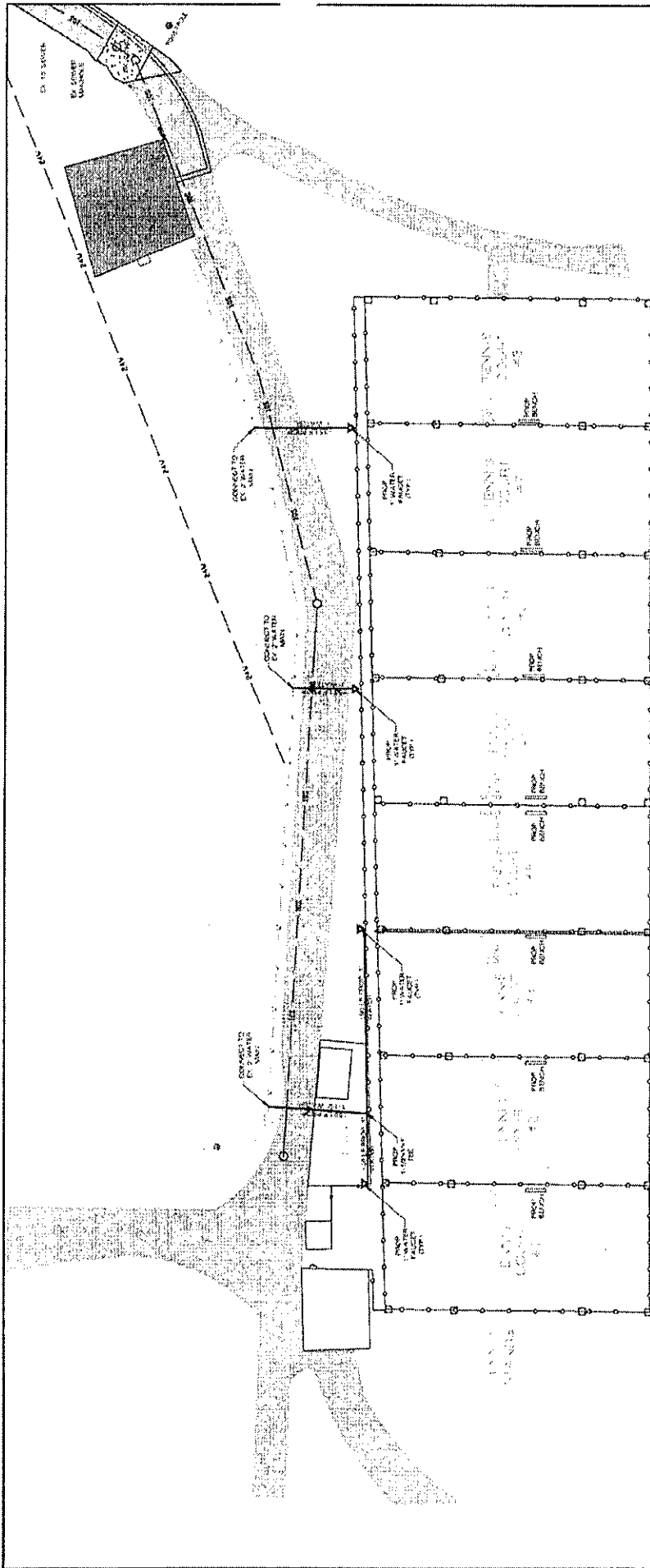
ITEM (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1.	Providing all labors and materials including equipment to install 3 water line with 4 faucets and connect to existing water line as shown in the attached drawing.	1	L.S.	33,900.-	33,900.00
2.	Providing all labors and materials including equipment to install 8 steel benches (1 on each court) matching the existing benches. Location is per attached drawing.  You may visit the site anytime: Vincent Park Tennis Court at Centinela Avenue Inglewood, California. If you have any question. Please contact Kenrick Sanderlin at 310-412-5333  <u>Vendor to sign attached terms and conditions and return with signed quotation</u>  <u>Vendor to indicate lead-time</u>	1	L.S.	16,050.-	16,050.00
					49,950.00
					Forty Nine Thousand Nine Hundred Fifty Dollars.
					30 working days

2.	Vendor to sign and date quotation below:				
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NOTE: Additional provisions and representations  are  are not attached

Note: Consider Prevailing wage in your quote per compliance to DIR

12. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN QUOTATION	13. SIGNATURE, TITLE AND DATE OF QUOTATION
JUN GALLARDO - PRES	 - Pres - 7/31/2020



<b>REVISIONS</b> NO. DATE DESCRIPTION			<b>CITY OF INGLEWOOD, CALIFORNIA</b> <b>PUBLIC WORKS DEPARTMENT</b>	
PROJECT TITLE <b>EDWARD VINCENT JR. PARK</b> <b>ADDITION WATER FAUCETS AND PLAYER BENCHES</b> <b>TENNIS COURTS</b>			DRAWN BY CHECKED BY APPROVED BY DATE	
SHEET NO. 3 OF 5		PROJECT NO.		