



CITY OF INGLEWOOD

OFFICE OF THE CITY MANAGER



DATE: June 30, 2020

TO: Mayor and Council Members

FROM: Public Works Department

SUBJECT: Lawrence Roll-Up Doors, Inc. – Payment of Invoice No. 2028987

RECOMMENDATION:

It is recommended that the Mayor and Council Members authorize payment of Invoice No. 2028987, submitted by Lawrence Roll-Up Doors, Inc., for the emergency repair to the Emergency Operations Center (EOC) roll-up doors in the amount of \$8,938.58. (General Fund)

BACKGROUND:

On Saturday, March 7, 2020, at approximately 7:00 P.M., the Facilities Section Standby Personnel was contacted regarding the EOC entrance gate. Facilities staff was informed that the gate was stuck in the closed position and would not allow access. After thorough troubleshooting and an attempt to repair, it was found that both the spring and the gearbox had broken and the gate and motor would need to be replaced.

DISCUSSION:

The Facilities Section contacted three (3) vendors for estimates and timelines for the replacement: Vortex Doors, L.A. Door, and Lawrence Roll-Up Door. Vortex Door was unresponsive and L.A. Door was not able to work within the City's requirements. Lawrence Roll-Up Door was able to perform a job-walk the following day and provide a quote for services on March 21, 2020. Upon receipt of the quote, staff informed the company to proceed with the repair. Staff was notified by the vendor that the door would be a special order and would take approximately two (2) weeks to get a new gate made.

On March 30, 2020, Lawrence Roll-Up Door installed the new motor and barrel. As of that day, the job was completed, and the basement parking area has been secured. On April 1, 2020, the staff received an invoice for the completed job.

FINANCIAL/FUNDING ISSUES AND SOURCES:

Sufficient funds are available in the Fiscal Year 2019-2020 budget under the Account Code No. 001.100.P936.44860.00 (General Fund – Capital Projects – City Facilities Security Improvements – Contract Services).

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LEGAL REVIEW VERIFICATION: YD

Administrative staff has verified that the legal documents accompanying this report have been submitted to, reviewed, and approved by the Legal Department.

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 ATTACHMENTS:

Attachment No. 1 - Invoice

PREPARED BY:

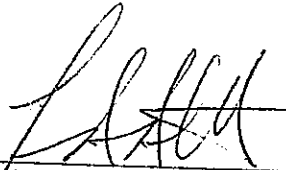
Harry M. Frisby, Chief Public Works Superintendent
Brandon Ely, PW Supervisor/Facilities Repair & Construction
Joi L. Aldridge, Management Assistant

COUNCIL PRESENTER:

Louis A. Atwell, P.E., Public Works Director/Assistant City Manager

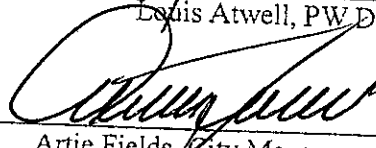
APPROVAL VERIFICATION SHEET

DEPARTMENT HEAD/
ASSISTANT CITY MANAGER APPROVAL:



Louis Atwell, PW Director/Asst. City Manager

CITY MANAGER APPROVAL:



Artie Fields, City Manager

ATTACHMENT NO. 1

LAWRENCE

ROLL-UP DOORS, INC.

Invoice Number:
2028987
Invoice Date :
Mar 30, 2020

Branch **Los Angeles**

Phone 323-796-1414

Fax 323-796-1420

CA Lic # 574446 (C61) - NV Lic # 40877

SOLD TO:

CITY OF INGLEWOOD
ONE W MANCHESTER BOULEVARD
P.O. BOX 6500 - PUBLIC WORKS
INGLEWOOD, CA 90301

Invoice

Page: 1

JOB SITE :

CITY OF INGLEWOOD
ONE W MANCHESTER BOULEVARD
P.O. BOX 6500 - PUBLIC WORKS
INGLEWOOD, CA 90301

Customer ID: CITY OF INGLEWOOD

Thank You for choosing Lawrence Doors!

Customer PO	Payment Terms	Sales Representative	Payment Due
Verbal Brandon E	Net 10 Days	Bill Morris	4/9/20

Description of Work Contracted / Performed and Materials (if any) required.

Lawrence Job #03L314120

Replaced and repaired police entrance grille per proposal PLABM 20-2-8262B
Work completed on 3/20/2020 by our technician Eddie and Aaron

We recommend preventative maintenance be performed a minimum of once per year or 15,000 door cycles. Please call us for special PM rates!

Maintenance record stickers #103344 have been applied to the doors that we serviced. They are a record of this service so please do not remove them.

A cash discount of \$312.85 has been applied to the total invoice price shown. This discount applies to payments made by check (or cash) only.

If payment will be made via credit card this discount may not be taken and must be added back to the invoice amount shown.

Thank You for your business!

Please remit payment to:
Lawrence Roll Up Doors, Inc.
4525 Littlejohn Street
Baldwin Park, CA 91706

Total Invoice Amount

8,938.58

This invoice includes sales taxes on all materias used. Payments made do not necessarily appear on our invoices. Please refer to your statement for payment history and balance due. As per our terms of sale finance charges of 1-1/2% per month will be applied to all past due balances. Payments must be received at the address above on or before the due date to avoid finance charges.

We would like to hear from you. If you have comments for us please email us at comments@door911.com . We appreciate your feedback!