



OPEN MEETING

REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION MAINTENANCE AND CONSTRUCTION COMMITTEE*

**Wednesday, August 9, 2023 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

At this time, Laguna Woods Village owners/residents are welcome to participate in all open committee meetings virtually. To submit comments or questions virtually for committee meetings, please use one of the following two options:

1. Join the committee meeting via a Zoom link at: <https://us06web.zoom.us/j/99465596924> or by calling 669-900-6833 Access Code: 99465596924
2. Via email to meeting@vmsinc.org any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Your name and unit number must be included.

NOTICE AND AGENDA *This Meeting May Be Recorded*

1. Call to Order
2. Acknowledgement of Media
3. Approval of the Agenda
4. Approval of Meeting Report from June 14, 2023
5. Chair's Remarks
6. Member Comments
7. Department Head Update

Consent: *All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.*

8. Project Log
9. ChargePoint Summary
10. Clubhouse Preventative Maintenance Inspection Report

Items for Discussion and Consideration

11. Paving Project Update
12. Equestrian Center Stable Door Paint Update
13. Equestrian Gate Update
14. Shepherd's Crook Project Update
15. Vehicle Maintenance Facility Generator Replacement

Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- EMS Status Update
- MelRok Energy Management System
- Separate Metering for Community Center Vehicle Charging Stations

Concluding Business

16. Committee Member Comments
17. Date of Next Meeting: Wednesday, October 11, 2023 at 9:30 a.m.
18. Recess - At this time, the meeting will recess for a short break and reconvene to Closed Session to discuss the following matters.

Closed Session Agenda

Approval of the Agenda

Chair's Remarks

Discuss and Consider Contractual Matters

Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.



OPEN MEETING

**REPORT OF THE REGULAR MEETING OF THE
GOLDEN RAIN FOUNDATION
MAINTENANCE AND CONSTRUCTION COMMITTEE**

**Wednesday, June 14, 2023 – 9:30 a.m.
24351 El Toro Road, Laguna Woods, CA 92637
Board Room and Virtual with Zoom**

REPORT

MEMBERS PRESENT: Reza Karimi - Chair, Gan Mukhopadhyay – Co-Chair, Jim Cook, Ralph Engdahl, Lenny Ross, Alison Bok, Sue Stephens

OTHERS PRESENT: **GRF:** Egon Garthoffner, Bunny Carpenter, Debbie Dotson, Yvonne Horton, Juanita Skillman, Joan Milliman, Elsie Addington
Third: Andy Ginocchio
Advisors Carl Randazzo, Bill Walsh

STAFF PRESENT: Guy West – Staff Officer & Projects Division Manager, Robert Carroll – General Services Director, Ian Barnette – Maintenance & Construction Assistant Director, Rodger Richter – Project Manager, Heather Ziemba – Projects Division Administrative Coordinator, Sandra Spencer – Administrative Assistant

1. Call to Order

Chair Karimi called the meeting to order at 9:31 a.m.

2. Acknowledgement of Media

Chair Karimi noted that no media was present.

3. Approval of the Agenda

Hearing no objection, the agenda was approved as written.

4. Approval of Meeting Report from April 12, 2023

Hearing no objection, the meeting minutes were approved by unanimous consent.

5. Chair's Remarks

Chair Karimi noted the full meeting agenda.

6. Member Comments

None

7. Department Head Update

None

Consent:

All matters listed under the Consent Calendar are considered routine and will be enacted by the committee by one motion. In the event that an item is removed from the Consent Calendar by members of the committee, such item(s) shall be the subject of further discussion and action by the committee.

The Project Log was pulled for discussion. Mr. West answered questions regarding the equestrian lighting project, Building E, Broadband HVAC, and Shepherd's Crook projects.

8. Project Log

9. ChargePoint Summary

10. Clubhouse Preventive Maintenance Reports

The consent calendar was approved unanimously.

Items for Discussion and Consideration:

11. Bench Relocation Project (as requested by Chair)

Mr. Carroll provided an update to the ongoing bench relocation project and addressed concerns from committee members.

12. Broadband HVAC Update

Mr. West presented the item via a PowerPoint presentation and answered questions from the committee regarding the timeline of the project and specification of the equipment installed.

13. Equestrian Security Gate Update

Mr. West provided a PowerPoint presentation of the item and answered questions from the committee. Staff will present a recommendation for this item in the closed session.

14. Golf Driving Range Update

Mr. West provided a brief update on the ongoing golf driving range rehabilitation project. The range is expected to remain closed until November.

15. Pool Equipment Update

Mr. West reported that the pool equipment replacement and upgrades have been decided on by staff and installation will be underway soon. Discussion ensued regarding pool chemical safety.

16. Welding Shop Update

Mr. West reported that staff is working with the city of Laguna Woods to finalize plans and permits to begin the contractor bidding phase of the welding shop project.

17. RFP for Clubhouse 1 Renovation

A draft RFP for the Clubhouse 1 renovation was delivered to the committee in advance of the meeting for review. A motion was made and unanimously approved for staff to make final edits and send out the RFP for bids.

18. Clubhouse 1 Archery Building Beam Repair

Mr. West answered questions from the committee regarding the safety and structural integrity of a beam in the Clubhouse 1 archery building. A comment was heard from a member regarding other structural concerns in Clubhouse 1. Discussion ensued on the possible cause of the issue with the problem beam and potential solutions. A motion was made to continue monitoring the beam in question and to direct staff to get a second opinion necessary to determine whether to repair or replace the beam.

Future Agenda Items: *All matters listed under Future Agenda Items are items for a future committee meeting. No action will be taken by the committee on these agenda items at this meeting.*

- EMS Status Update
- MelRok Energy Management System
- Separate Metering for Community Center Vehicle Charging Stations

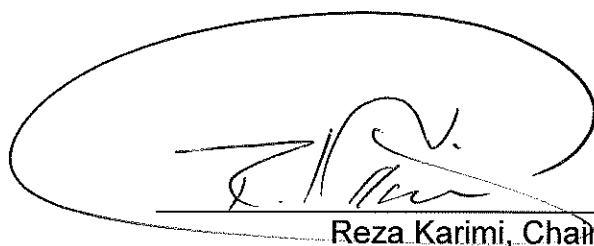
Concluding Business:

19. Committee Member Comments

- Chair Karimi expressed enthusiasm for the progress of the projects discussed.
- Director Bok commented on the bench relocation project.
- Director Engdahl commented that the Clubhouse 1 renovation is expansive and commended staff for their work on the project so far.
- Director Garthoffner thanked staff for their work.
- Director Simons thanked staff for their work.
- Director Walsh thanked the committee and staff.

20. Date of Next Meeting: Wednesday, August 9, 2023 at 9:30 a.m.

21. Recess – The meeting was recessed at 11:34 a.m.



Reza Karimi, Chair

Reza Karimi, Chair
Gan Mukhopadhyay, Co-Chair
Guy West, Staff Officer
Telephone: 949-597-4625

GRF Project Log July 2023 (Prepared August 1)						
	Type	Name	Description	Status	Estimated Completion	Budget
1	922 Projects	Broadband HVAC System	Funding for this project is allocated to the installation of five new HVAC units to replace the existing 17 year-old HVAC system at the Broadband Building Data Center.	One rooftop unit was installed on May 8th and is functioning as designed. The remaining equipment delivery is scheduled to be delivered and installed in October 2023.	November 2023	Budget: \$300,000 Exp: \$10,000 Balance: \$280,000
2	920 Projects	Building E Design Development and Construction	Funding for this project is allocated for the design development and construction for Building E.	The GRF Board is reviewing the results of the space planning report.	TBD	Budget: \$750,000 Exp: \$187,864 Balance: \$562,136
3	920 Projects	Clubhouse 1 Fountain Re-plaster and Tile	Funding for this project is allocated to replace the deteriorated plaster and tile surface coating for the clubhouse 1 fountain.	This project is being evaluated for scope of work.	February 2024	Budget: \$25,000 Exp: \$0 Balance: \$25,000
4	920 Projects	Clubhouse 1 Mounted Projector - Ballroom	Funding for this project is allocated to install a new mounted projector in the Ballroom at Clubhouse 1.	The project scope of work has been included in the clubhouse beautification work.	2024	Budget: \$20,000 Exp: \$0 Balance: \$20,000
5	920 Projects	Clubhouse 1 Pool Re-plastering	Funding for this project is allocated to replace the deteriorated plaster surface coating for the Clubhouse 1 pool.	The RFP is scheduled to be advertised for competitive contractor bids in the second week of August.	November 2023	Budget: \$100,000 Exp: \$0 Balance: \$100,000
6	920 Projects	Clubhouse 1 Renovation	Funding for this project is allocated for Year 1 of a multi-year project to assess and renovate Clubhouse 1.	The RFP was advertised on June 26th and competitive contractor bids are due on August 21st.	2024	Budget: \$1,250,000 Exp: \$38,889 Balance: \$1,211,111
7	920 Projects	Clubhouse 2 Pool Deck Resurfacing	Funding for this project is allocated to resurface the Clubhouse 2 pool deck.	The RFP was advertised and two bids were received. Staff is working on alternate scope of work.	December 2023	Budget: \$25,000 Exp: \$0 Balance: \$25,000
8	920 Projects	Equestrian Center Arena Lighting System	Funding for this project is allocated for a lighting system to provide lighting for arenas and pathways.	Staff is preparing a scope of work for the RFP. The RFP is tentatively schedule to be advertised in September.	December 2023	Budget: \$100,000 Exp: \$0 Balance: \$100,000
9	920 Projects	Equestrian Center Security Fencing and Gate	Funding for this project is allocated for construction and installation of new security fencing and gate to properly secure the facility	The construction is scheduled to begin on September 5th and completed in October.	October 2023	Budget: \$75,000 Exp: \$0 Balance: \$75,000

	Type	Name	Description	Status	Estimated Completion	Budget
10	920 Projects	Equestrian Center Trim and Stall Door Painting	Funding for this project is allocated for Equestrian Center wood trim and stall door painting.	Work is in progress. 24 doors have been completed, 24 doors remain. Project is scheduled to be completed on September 8, 2023. A supplemental appropriation was approved by the GRF Board in May for Equestrian Center Trim and Stall Door Painting.	September 2023	Budget: \$25,000 Supplemental: \$8,216 Exp: \$0 Balance: \$30,216
11	920 Projects	Gate 16 Driving Range Improvements	Funding for this project is allocated to upgrade and improve the appearance and functionality of the golf driving range and practice area.	The first phase of the lawn rehabilitation process started in March 2023. The range is scheduled to be closed until November for proper lawn growth.	November 2023	Budget: \$638,000 Exp: \$92,706 Balance: \$545,294
12	920 Projects	PAC Renovation Maintenance Upgrades	Funding for this project is allocated for maintenance and safety upgrades at the Performing Arts Center. The board approved a budget allocation in the amount of \$1,000,000.	The interior design for the lobby restrooms at Clubhouse 1 is scheduled to resume in September.	2024	Budget: \$1,000,000 Exp: \$835,303 Balance: \$164,697
13	920 Projects	Repair Shop Electrical Upgrade	Funding for this project is allocated to upgrade the repair shop electrical system to support battery equipment.	The electrical engineering consultant prepared the electrical drawings and specifications. The plans have been submitted to the city for approval and permit.	December 2023	Budget: \$30,000 Exp: \$0 Balance: \$30,000
14	922 Projects	Replace Welding Shop	Funding for this project is allocated to replace the existing Welding Shop with a pre-engineered metal building.	The RFP is scheduled to be advertised for competitive contractor bids in August.	December 2023	Budget: \$275,000 Exp: \$0 Balance: \$275,000
15	920 Projects	Seal Coat	Funding for this project is allocated to sealcoat work adjacent to the overlay and concrete work on selected GRF streets and/or parking lot areas.	The asphalt pavement seal coating is scheduled to begin August 7th.	September 2023	Budget: \$96,342 Exp: \$0 Balance: \$96,342
16	920 Projects	Service Center Generator (Vehicle Maintenance Building)	Funding for this project will provide back-up emergency power at the Service Center including, Transportation and fueling services to enable the provision of critical services in an emergency.	The RFP is scheduled to be advertised for competitive contractor bids in August.	February 2024	Budget: \$150,000 Exp: \$0 Balance: \$150,000
17	920 Projects	Shepherd's Crook	As a part of the Conditional Use Permit 1135 with the City of Laguna Woods, the Mutual will remove and replace barbed wire on all perimeter block walls with Shepherd's Crook on a phased approach.	Fencing in the area adjacent to Gate 3: Fabrication is in process. Second phase of installation to resume the week of September 4.	September 2023	Budget: \$105,000 Exp: \$0 Balance: \$105,000

	Type	Name	Description	Status	Estimated Completion	Budget
COMPLETED						
	920 Projects	Equestrian Hay Barn Siding	Funding for this project is allocated to mitigate moisture intrusion at the hay barn located at the Equestrian Center.	This project was completed in January.	January 2023	Budget: \$6,000 Exp: \$4,278 Balance: \$1,722
	920 Projects	Asphalt Replacement	Funding for this project is allocated to asphalt paving overlay on selected GRF streets and/or parking lot areas.	The asphalt pavement overlay work has been completed in July. Invoicing is pending.	August 2023	Budget: \$534,048 Exp: \$0 Balance: \$534,048
	920 Projects	Parkway Concrete Replacement	Funding for this project is allocated to concrete repairs adjacent to the overlay and seal coat work on selected GRF streets and/or parking lot areas.	The parkway concrete replacements were completed in June. Invoicing is pending.	July 2023	Budget: \$200,000 Exp: \$0 Balance: \$200,000

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ELECTRIC VEHICLE CHARGING STATION REPORT
JUNE 2023

(*) Activation Dates	May 26, 2017		Registered Users /kWh	Non-Registered Users/kWh	Parking Rates
	Level II (Phase I)	Level II (Phase II)			
			\$0.17	\$0.30	\$2/hr after 4 hrs
			\$0.25	\$0.40	\$2/hr after 1 hr

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CLUBHOUSE (1) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Required
Interior Walls			
Paint	Good	Good	No concerns found
Cracks	Good	Good	No concerns found
Holes	Good	Good	No concerns found
Wall Outlets	Good	Good	No concerns found
Light Switches	Good	Good	No concerns found
Bathrooms			
Doors	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Basins	Good	replace	cracked basin SO21822803(complete)
Stalls	Good	Good	No concerns found
Toilets	Good	Good	
Toilet Seats	Good	Good	No concerns found
Faucets	Good	Good	No concerns found
Leaks	Good	Repair	SO21813848 leak in shower area(Complete)
Mirrors	Good	Good	No concerns found
Soap Dispenser	Good	Good	No concerns found
Paper Towel Dispenser	Good	Good	No concerns found
Hallways			
Lighting	Good	Good	No concerns found
Drinking water Fountains	Good	Good	No concerns found
Doors	Good	Good	No concerns found
Floor condition	Good	Good	No concerns found
Kitchen			
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Ice Machine	Good	Good	No concerns found
Grill	Good	Good	No concerns found
Oven	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Ceiling			
Ceiling Tiles	Good	Good	No concerns found
Color Deterioration	Good	Good	No concerns found
AC Vent	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
OTHER			
Exterior walkways	N/A	N/A	No concerns found

Date: _____ 06-22-23 _____
 Name: _____ Karina Vargas _____
 Reviewed: _____

CLUBHOUSE (2) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Required
Interior Walls			
Paint	Fair	Peeled/Touch-up	SO21810694(Complete)
Cracks	Good	Good	No concerns found
Holes	Good	Good	No concerns found
Wall Outlets	Good	Good	No concerns found
Light Switches	Good	Good	No concerns found
Bathrooms			
Doors	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Sinks	Good	Good	No concerns found
Stalls	Good	Good	No concerns found
Toilets	Good	Good	No concerns found
Toilet Seats	Good	Good	No concerns found
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Mirrors	Good	Good	No concerns found
Soap Dispenser	Good	Good	No concerns found
Paper Towel Dispenser	Good	Good	No concerns found
Hallways			
Lighting	Good	Good	No concerns found
Drinking water Fountains	Good	Good	No concerns found
Doors	Good	Good	No concerns found
Floor condition	Good	Good	No concerns found
Kitchen			
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Ice Machine	Good	Good	No concerns found
Grill	Good	Good	No concerns found
Oven	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Ceiling			
Ceiling Tiles	Good	Good	No concerns found
Color Deterioration	Good	Good	No concerns found
AC Vent	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
OTHER			
Exterior walkways	N/A	N/A	No concerns found
Stucco	N/A	Touch-up	complete
Tiles	N/A	Replace	Tiles by lawn bowling SO21810516,

Date: _____ 06-13-23 _____
 Name: _____ Karina Vargas _____
 Reviewed: _____

CLUBHOUSE (3) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
Interior Walls			
Paint	Good	Good	No concerns found
Cracks	Good	Good	No concerns found
Holes	Good	Good	No concerns found
Wall Outlets	Good	Good	No concerns found
Light Switches	Good	Good	No concerns found
Bathrooms			
Doors	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Sinks	Good	Good	No concerns found
Stalls	Good	Good	No concerns found
Toilets	Good	Good	No concerns found
Toilet Seats	Good	Good	No concerns found
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Mirrors	Good	Good	No concerns found
Soap Dispenser	Good	Good	No concerns found
Paper Towel Dispenser	Good	Good	No concerns found
Hallways			
Lighting	Good	Good	No concerns found
Drinking water Fountains	Good	Good	No concerns found
Doors	Good	Good	No concerns found
Floor condition	Good	Good	No concerns found
Kitchen			
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Ice Machine	Good	Good	No concerns found
Grill	Good	Good	No concerns found
Oven	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Ceiling			
Ceiling Tiles	Good	Good	No concerns found
Color Deterioration	Good	Good	No concerns found
AC Vent	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
OTHER			
Exterior walkways	Good	Good	No concerns found
Coffee filters in kitchen 1	Poor	Replace	and filter plumbing changed

Date: ____ 06-22-23 ____
 Name: ____ Karina Vargas ____
 Reviewed: _____

CLUBHOUSE (4) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
Interior Walls			
Paint	Good	Good	No concerns found
Cracks	Good	Good	No concerns found
Holes	Good	Good	No concerns found
Wall Outlets	Good	Good	No concerns found
Light Switches			
Bathrooms			
Doors	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Sinks	Good	Good	No concerns found
Stalls	Good	Missing stall door knob	Waiting on material SO21809283
Toilets	Good	Good	No concerns found
Toilet Seats	Good	Good	No concerns found
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Mirrors	Good	Good	No concerns found
Soap Dispenser	Good	Good	No concerns found
Paper Towel Dispenser	Good	Good	No concerns found
Hallways			
Lighting	Good	good	no concerns found
Drinking water Fountains	Good	Good	No concerns found
Doors	Good	Good	No concerns found
Floor condition			
Kitchen-N/A			
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Ice Machine	Good	Good	No concerns found
Grill	Good	Good	No concerns found
Oven	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Ceiling			
Ceiling Tiles	Poor	replace tile	Photo, MAT room SO21828538
Color Deterioration	Good	Good	No concerns found
AC Vent	Good	Good	No concerns found
Lighting	Poor	Replace	SO21815274 Light capacitor WS(Complete)
OTHER			
WS lighting/ timer	Poor	Replace	SO21815318 Electrical repair for
HVAC in Woodshop	Fair	Replace filters	(complete)

Date: 06-23-23
 Name: Karina Vargas
 Reviewed:

CLUBHOUSE (5) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
Interior Walls			
Paint	Good	Good	No concerns found
Cracks	Good	Good	No concerns found
Holes	Good	Good	No concerns found
Wall Outlets	Good	Good	No concerns found
Light Switches	Good	Good	No concerns found
Bathrooms			
Doors	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Sinks	Good	Good	No concerns found
Stalls	Good	Good	No concerns found
Toilets	Good	Good	No concerns found
Toilet Seats	Good	Good	No concerns found
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Mirrors	Good	Good	No concerns found
Soap Dispenser	Good	Good	No concerns found
Paper Towel Dispenser	Good	Good	No concerns found
Hallways			
Lighting	Good	Good	No concerns found
Drinking water Fountains	Good	Good	No concerns found
Doors	Good	Good	No concerns found
Floor condition	Good	Good	No concerns found
Kitchen			
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Ice Machine	Good	Good	No concerns found
Grill	Good	Good	No concerns found
Oven	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Ceiling			
Ceiling Tiles	Good	Good	No concerns found
Color Deterioration	Good	Good	No concerns found
AC Vent	Good	Good	No concerns found
Lighting	Good	replace	SO21810975(complete)
OTHER			
Exterior walkways	N/A	N/A	No concerns found

Date: 06-13-23 continued 06-27-23

Name: Karina Vargas

Reviewed:

CLUBHOUSE (6) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
Interior Walls			
Paint	Good	Good	No concerns found
Cracks	Good	Good	No concerns found
Holes	Good	Good	No concerns found
Wall Outlets	Good	Good	No concerns found
Light Switches	Good	Good	No concerns found
			No concerns found
Bathrooms			
Doors	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Sinks	Good	Good	No concerns found
Stalls	Good	Good	No concerns found
Toilets	Good	Good	No concerns found
Toilet Seats	Good	Good	No concerns found
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Mirrors	Good	Good	No concerns found
Soap Dispenser	Good	Good	No concerns found
Paper Towel Dispenser	Good	Good	No concerns found
Hallways			
Lighting	Good	Good	No concerns found
Drinking water Fountains	Good	Good	No concerns found
Doors	Good	Good	No concerns found
Floor condition	Good	Good	No concerns found
Kitchen			
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Ice Machine	Good	Good	No concerns found
Grill	Good	Good	No concerns found
Oven	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Ceiling			
Ceiling Tiles	Good	Good	No concerns found
Color Deterioration	Good	Good	No concerns found
AC Vent	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
OTHER			
Bar Area	N/A	N/A	No concerns found
Exterior walkways	N/A	N/A	N/A

Date: 06-27-23 (exteriors only due to CH hours)

Name: Karina Vargas

Reviewed:

CLUBHOUSE (7) MAINTENANCE INSPECTION

	Cleanliness	Condition	More Work Needed
Interior Walls			
Paint	Good	Good	No concerns found
Cracks	Good	Good	No concerns found
Holes	Good	Good	No concerns found
Wall Outlets	Good	Good	No concerns found
Light Switches	Good	Repair	SO21810604(complete)
Bathrooms			
Doors	Good	Good	No concerns found
Lighting	Good	Good	No concerns found
Sinks	Good	Good	No concerns found
Stalls	Good	Good	No concerns found
Toilets	Good	Good	No concerns found
Toilet Seats	Good	Good	No concerns found
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Mirrors	Good	Good	No concerns found
Soap Dispenser	Good	Good	No concerns found
Paper Towel Dispenser	Good	Good	No concerns found
Hallways			
Lighting	Good	repair	SO21810293
Drinking water Fountains	Good	Good	No concerns found
Doors	Good	Good	No concerns found
Floor condition	Good	Good	No concerns found
Kitchen			
Faucets	Good	Good	No concerns found
Leaks	Good	Good	No concerns found
Ice Machine	Good	Good	No concerns found
Grill	Good	Good	No concerns found
Oven	Good	Good	No concerns found
Lighting	Good	repair	SO21810293
Ceiling			
Ceiling Tiles	Good	Adjust	Kitchen tile SO21810961
Color Deterioration	Good	Good	No concerns found
AC Vent	Good	Good	No concerns found
Lighting	Good	repair	SO21810293
OTHER			
Exterior walkways	N/A	N/A	No concerns found
Exterior canned lights	Needs attention	Needs attention	Possible wasp nest found- SA21810551(complete)

Date: 06-13-23
 Name: Karina Vargas
 Reviewed:

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SCOPE OF WORK

VEHICLE MAINTENANCE GENERATOR REPLACEMENT

SUMMARY

- 1.1. Contractor shall provide all labor, materials, equipment, supervision and transportation necessary to provide the services outlined in this Contract.
- 1.2. The new generator shall provide emergency backup power to the Vehicle Maintenance Facility and fuel pumps.

PROJECT LOCATION

- 1.3. Contractor shall carry out all services at the following location within Laguna Woods Village,

Laguna Woods, CA 92637:

Vehicle Maintenance Facility
23081 Campo Verde, BLDG. A
Laguna Woods, CA 92637

SUMMARY OF WORK

Contractor to provide bid for 2 generator options:

General Requirements:

- Contractor is responsible for all associated cost relating to demolition, removal, disposal, and final cleanup.
- Contractor shall disconnect and reconnect all required propane gas and electrical lines.
- Check and replace any hose fittings if needed.
- Permits (if required): The Contractor shall be responsible for submitting and obtaining all permits required for this project. This includes all associated cost of engineered drawings, designs, plans, reprographics fees, and resubmittals required by the local jurisdiction and governing body.

OPTION 1: 7.5 KW Propane Generator

- Remove and replace existing generator with a new 7.5 KW generator
- Remove and replace existing transfer switch with new automatic transfer switch
- Remove and replace generator pad if needed to meet the manufacturer's requirement for the new generator.
- Upgrade and replace all conduits, wires, and amp breakers as required.
- Complete all required electrical modifications to meet the new generator's output requirements.

OPTION 2: 10 KW Propane Generator

- Remove and replace existing generator with a new 10 KW generator
- Remove and replace existing transfer switch with new automatic transfer switch
- Remove and replace generator pad if needed to meet the manufacturer's requirement for the new generator.
- Upgrade and replace all conduits, wires, and amp breakers as required.
- Complete all required electrical modifications to meet the new generator's output requirements.

BID SHEET

Contractor's shall complete the bid sheet provided below. Please include the total cost of labor and taxes to all bid items.

OPTION 1: 7.5KW GENERATOR REPLACEMENT					
#	Description	Unit	Qty	Unit Cost	Total
1	Removal, demolition, and disposal	LS	1		
2	Furnish and install new 7.5 KW Generator	EA	1		
3	Disconnect and reconnect gas lines. Replace hose fittings as needed.	LS	1		
4	Disconnect and reconnect electrical	LS	1		
5	Furnish and install new Automatic Transfer Switch	EA	1		
6	Upgrade and replace conduit, wires, and amp breaker as needed for new generator's output	LS	1		
7	Replace, furnish and install new generator pad	LS	1		
8	Permit Process	LS	1		
TOTAL:					

OPTION 2: 10 KW GENERATOR REPLACEMENT					
#	Description	Unit	Qty	Unit Cost	Total
1	Removal, demolition, and disposal	LS	1		
2	Furnish and install new 10 KW Generator	EA	1		
3	Disconnect and reconnect gas lines. Replace hose fittings as needed.	LS	1		
4	Disconnect and reconnect electrical	LS	1		
5	Furnish and install new Automatic Transfer Switch	EA	1		
6	Upgrade and replace conduit, wires, and amp breaker as needed for new generator's output	LS	1		
7	Replace, furnish and install new generator pad	LS	1		
8	Permit Process	LS	1		
TOTAL:					

Contractor Name: _____ Date: _____

Contact Name: _____ Phone#: _____

