

**IMMEDIATE NEED REQUEST**  
**2022-2023**

Requested by: (Unit, Department, Division or Vice President)			
		Date to VP: 2/23/2023	
Location	(Fill-in)	Reviewed By (Signature):	
Department or Unit:	Facilities	Bill [Signature]	
		Date to Cabinet: 2/28/2023	
Division:	Administration	[Signature]	
Vice President:	Morris Rodrigue	[Signature] 2/23/2023	
		Outcome:	

  

Budget Request(s)		Justification for Request(s)	Funds Requested **			Funding
(List in Priority Order)		An "Immediate Need" is a shortfall in funding that, unless funded immediately, could cause a program to cease to function.	Amount	One-time	Ongoing	Approved
1.		Funds are needed to pay maintenance and copy fees for the recently upgraded copier in the Warehouse. The upgraded copier reduces parcel processing times and improves overall efficiency. PO-P007488 was recently created for all Facilities copiers and did not include this upgrade. An estimated additional <b>\$3,000</b> will be needed.	\$3,000		X	
	Account Number(s):	11000-620000-564500-651000				
2.		Funds needed for the addition of the Champion and Gateway parking structure elevators to the Master Contract-\$20,160  Permanent cost savings in the same account due to the reduction of third-party service contracts =\$4,000  Funds needed =\$16,160	\$16,160		X	
	Account Number(s):	11000-621000-564500-651000				

3.	<p>1-Recent AQMD audit resulted in a directive to complete (2) full boiler preventative maintenance services per year (DB Sales &amp; Service). This is a <b>\$49,522</b> increase from previous years. PO-P0074501 will increase to \$67,180</p> <p>2-Funds needed for the addition of Bldgs 35, F6, 9C, 327, 329, 344, Bracket Field, Champion &amp; Gateway Parking Structures to Fire Alarm Monitoring Contract-<b>\$3,432.00</b> PO-P0075359-\$20,765.16</p> <p>3-Funds needed to add Bldg 748 to Fire Suppression annual testing. <b>\$1,987.72</b> PO-P0074542-\$6,982.72</p> <p>4-Funds needed due to the addition of buildings completing 5-year tests in Fire Sprinkler Inspection Contract-<b>\$562.00</b>. PO-P0074504-\$19,742.00</p>	\$55,504		X	
	Account Number(s):	11000-621000-589000-61000			

**\*\* Please provide documentation to support the amount requested, such as price quotes from vendor, copy of catalog, etc. Also, include any ancillary costs, such as maintenance, annual software upgrades, etc.**

ACCT	COMPANY	SERVICE	21/22 PO#	21-22 Contract Cost	2022-2023	2022-2023	22-23 Contract Cost	22-23 PO#	Notes
					Rate Driven Increase	Added Services			
620000-564500 Maint. Agree.	LDICA	Copier Maintenance	P0070507	\$3,000.00	\$0.00	\$3,000.00	\$6,000.00	P0074888	P007488 only entered for \$3,000. Will need to increase to account for New Warehouse copier.
					\$0.00	\$3,000.00			
620000-584000 Comp/Tech	Brightly/School Dude	CMMM	P0070571	\$28,501.57	\$2,850.15	\$0.00	\$31,351.72	P0073890	Annual
	Workforce Software	Attendance Software	P0069722	\$1,240.63	(\$18.19)	\$0.00	\$1,222.44	P0074950	Annual
					\$2,831.96	\$0.00			
621000-564500 Maint. Agree.	Coast Compressor	Compressor Service 7,11,60,67A	P0069540	\$2,321.83	\$186.31	\$0.00	\$2,508.14	P0073958	
	Diversified Thermal	Bldg 23 HVAC Maint	P0069541	\$7,400.00	\$225.00	\$0.00	\$7,625.00	P0074364	
	Emcor	Bldg 2 HVAC Maint	P0069894	\$16,988.00	(\$7,388.00)	\$0.00	\$9,600.00	P0075826	Emcor Services submitted lowest bid. 2022 will be 3 Qtly. Services only. Will revert back to 4 in 2023
	Facilities Protection Systems	Fire Suppression 23A & 26C	P0069543	\$4,480.00	\$200.00	\$0.00	\$4,680.00	P0074211	
	Gala Systems	Theater Stage Lift	P0073698	\$4,100.00	\$105.00	\$0.00	\$4,205.00	P0074212	
	Getinge	Biology Steam Sterilizer	P0070496	\$34,895.00	(\$17,495.38)		\$17,399.62		12/1/22-6/30/23 (6 Months Only)
	Los Angeles Signal	Signal Maint	P0071256	\$4,000.00	\$0.00	(\$4,000.00)	\$0.00		Vendor no longer performs maintenance. Will complete in-house.
	Puretec Industrial Water	Soft/DI Water (23A)	P0069556	\$610.80	\$375.20	\$0.00	\$986.00	P0074784	
	Puretec Industrial Water	Soft/DI Water (60)	P0069558	\$6,423.36	\$1,038.84	\$0.00	\$7,462.20	P0074869	
	Puretec Industrial Water	Soft/DI Water (7)	P0069559	\$3,462.64	\$815.88	\$0.00	\$4,278.52	P0074782	
	Puretec Industrial Water	Soft/DI Water (61)	P0069557	\$887.95	\$1,126.11	\$0.00	\$2,014.06	P0074783	
	Puretec Industrial Water	Soft/DI Water (8)	P0069561	\$7,695.00	\$830.98	\$0.00	\$8,525.98	P0074796	
	Schindler	Elevator Maint	P0069850	\$90,706.00	\$4,006.27	\$2,567.79	\$97,280.06	P0074605	Added Champion & Gateway Structures
	So Cal Aquatic Life	Bldg 10 Pond Maint	P0069548	\$3,900.00	\$300.00	\$0.00	\$4,200.00	P0074286	
	SP Pool Care	Pool Maint	P0069564	\$14,900.00	\$450.00	\$0.00	\$15,350.00	P0074208	July-November
			P0071575	\$20,860.00	\$1,260.00	\$0.00	\$22,120.00	P0075743	December-June (possibly some savings here depending on Pool closure date)
	SP Pool Care	Bldg 6 Fountain Maint	P0069549	\$3,840.00	\$240.00	\$0.00	\$4,080.00	P0075868	
	Tempro Refrigeration	Campus Wide Refrigeration	P0070493	\$9,960.00	\$0.00	\$0.00	\$9,960.00	P0074187	
	Unified Power	Bldg 61 UPS System	P0070476	\$2,679.00	\$0.00	\$0.00	\$2,679.00	P0074209	
	Unified Power	Bldg 23A-IT Data Center UPS	P0068469*	\$4,344.00	\$131.00	\$0.00	\$4,475.00	P0074363	*Nothing entered for 21/22. Last PO in 20/21
					(\$13,592.79)	(\$1,432.21)			
					(\$15,025.00)				

ACCT	COMPANY	SERVICE	21/22 PO#	21-22 Contract Cost	2022-2023	2022-2023	22-23 Contract Cost	22-23 PO#	Notes
					Rate Driven Increase	Added Services			
621000-589000 Other Serv.	CEPA	Vivarium Hepa Filter	P0069539	\$240.00	\$10.00	\$0.00	\$250.00	P0074539	
	DB Sales & Service	Campus Boiler Maint	P0070342	\$17,658.00	\$0.00	\$49,522.00	\$67,180.00	P0074501	AQMD Requires two full services a year
	First Fire	Annual Fire Alarm Testing	P0068649*	\$65,224.39	\$0.00	\$0.00	\$39,800.00	P0075786	*Funds for 21/22 Testing rolled over from 20/21. No testing was completed due to COVID in 20/21. Decrease in testing cost came as a result of re-bidding. Same vendor before and after.
	First Fire	Fire Alarm Monitoring	P0071102	\$16,865.16	\$468.00	\$3,432.00	\$20,765.16	P0075359	Added 35, F6, 9C, Brackett Field, Parking Structures, 327, 329, 744, Trailer 35, 9C
	Fly Guard	Farm Fly Control	P0069542	\$10,038.96	\$867.24	\$0.00	\$10,906.20	P0074186	
	GNA Brook	Fire Extinguisher Testing	P0069544	\$5,440.50	\$2,899.50	\$0.00	\$8,340.00	P0074589	
	GNA Brook	Fire Suppression Hoods	P0069546	\$4,995.00	\$0.00	\$1,987.72	\$6,982.72	P0074542	Added Stadium Concession Stand
	GNA Brook	Fire Sprinkler Inspections	P0069545 P0071718	\$19,486.00	\$0.00	\$562.00	\$19,742.00	P0074504	Increase due to different buildings needing 5-year test.
	Quality Repair	19B-5 Kitchen Equipment	P0070477	\$4,053.60	\$1,424.00	\$0.00	\$5,477.60	P0074284	
	Smoke Guard	Fire Door Maint	P0069547	\$3,999.00	\$251.00	\$0.00	\$4,250.00	P0074287	
	Technical Safety Services	Lab Hood Testing	P0069550	\$5,863.00	\$213.00	\$0.00	\$6,076.00	P0074278	
					\$6,132.74	\$55,503.72			
					\$61,636.46				

621000-451000 Supplies	Hasa Pool Chemicals	Pool Chemicals	P0069490	\$24,000.00	\$4,300.00	\$0.00	\$28,300.00	P0073812	HASA announced 15% price increase on Pool Chemicals. PO will need to be increased.
					\$4,300.00	\$0.00			
					Rate Driven Increase	Added Services			
					(\$328.09)	\$57,071.51			
					\$56,743.42				
					(\$15,025.00)				
					\$41,718.42				

Total by Type

Total Funds Needed

Total Funds Saved in 22-23

Added Funds Needed

*Pending for 2023*

621000-564500 Maint. Agree.	Action Door	Campus Auto Doors	P0069538	\$8,280.00					Cancelling contract with Action Door. Will need to re-bid. Expect costs to increase both Rate Driven and Added Services. Action door was extremely low bidder when the agreement when out for bidding. They are unable to perform.
621000-589000 Other Serv.	BAVCO	Annual Backflow Testing	P0071597	\$1,265.00					State has been delinquent in sending testing request forms. Expect cost to raise significantly when they get back on track.
	Gravograph	Sign Maker Machine Maint	P0071989	\$2,884.00					Current Agreement Expires 01/31/23
	Stress Less	Campus Clarifier Cleanings	P0072301 P0071980 P0071769 P0071098	\$13,625.00					Additional equipment recently added. Will increase both Rate Driven and Added Services. This is a State mandated service.