



Request for Board Action City of Needles, California

☒ CITY COUNCIL ☐ UTILITY BOARD ☒ NPUA ☒ Regular ☐ Special

Meeting Date: August 8, 2023


Title: Accept NOTICE OF COMPLETION for work completed by Final Touch Construction and Design, Inc. for the Tenant Improvements/Office Space 2023 Project.

Background: On January 24, 2023, Final Touch Construction and Design, Inc. was awarded Bid Alternate No. 1 in the amount of \$70,688 plus 10% contingency for a total project cost of \$77,756 to construct one (1) new office space to be occupied by the Information Technology (I.T.) staff and convert an existing office to be a fire-resistant document storage vault.

On June 13, Change Order No. 1 was accepted in the amount of \$6,250 for the installation of flooring to be installed in the engineering and electric utility office space.

Work commenced in March 2023 and was completed on July 14, 2023.

Fiscal Impact: The Bid Alternate and Change Order No.1 resulted in a total contract amount of \$78,462 of which \$72,2121 was funded from the Admin Facility Property Capital Buildings account and \$6,250 from Electric Department Operations resulting in \$5,544.00 under budget.

 Finance Dept.

Recommendation: Accept NOTICE OF COMPLETION for work completed by Final Touch Construction and Design, Inc. for the Tenant Improvements/Office Space 2023 project and authorize a NOTICE OF COMPLETION to record with the San Bernardino County Recorder's Office.

Submitted By: Kathy Raasch, Projects Manager

City Management Review: 

Date:  8-3-2023

Approved: ☐ Not Approved: ☐ Tabled: ☐ Other: ☐

AGENDA ITEM: 14

RECORDING REQUESTED BY:

City of Needles
817 Third Street
Needles, CA 92363

AND WHEN RECORDED MAIL TO:

City of Needles
817 Third Street
Needles, CA 92363

No fee per Govt. Code § 27383

~ SPACE ABOVE FOR RECORDER'S USE ONLY ~

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN THAT:

The undersigned is OWNER or AGENT OF THE OWNER of the interest or estate stated below in the property hereinafter described.

The full NAME of the OWNER is CITY OF NEEDLES

The ADDRESS of the OWNER is 817 THIRD STREET, NEEDLES, CA 92363

The NATURE OF THE INTEREST or estate of the undersigned is In FEE

Street Address / APN (if applicable) 817 Third Street

The full name(s) and address(es) of all persons, if any, who hold such interest or estate with the undersigned as joint tenants or as tenants in common are:

Contractor's Name

Contractor's Address:

Final Touch Construction and Design, Inc.

16466 Foothill Blvd., Fontana, CA 92335

The property on which said work of improvement was completed is in the City of **Needles**, County of **San Bernardino**, State of **California**, and was approved by the Needles City Council by minute action at the 08/08/2023 meeting and is DESCRIBED AS FOLLOWS:

Improvement on the property hereinafter described and COMPLETED on 07/14/2023

Improvements described as

City of Needles Tenant Improvements/Office Space 2023

I, **Rick Daniels** am the
(Name of below signor)

City Manager
(Owner, President, Authorized Agent, Partner, etc.)

the declarant of the foregoing Notice of Completion. I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date: 08/08/2023

Signature: _____

Rick Daniels, City Manager, City of Needles