

## CITY MANAGER PROCUREMENT AWARD

### ACTION REQUESTED:

Approve the award of Bid 19-074, Commercial Garage Door, Man Door and Security Gate Services, to Allied Door for an amount not to exceed \$45,000 and for a one-year term

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director

### BOARD/COMMISSION REVIEW:

N/A

### BACKGROUND:

The Department of Public Works - Public Building Operations (DPW-PBO) is responsible for the maintenance of 57 buildings including the operation of commercial garage doors (overhead and four-fold), man doors and motorized security gates. DPW-PBO has historically retained the services of a professional contractor to perform scheduled maintenance and to perform repairs beyond which in-house staff can accomplish on an as-needed basis.

### DISCUSSION:

Advertisement Date: 04/08/2019

Notices Sent: 85

Opening Date: 04/29/2019

Planholders: 7

Proposals Received: 1

Bids were received from the following vendors:

Vendor Name	Total Bid Amount	Hourly Rates
Allied Door	\$33,745	\$112 Straight Time \$112 Overtime \$112 Holiday

Only one bid response was received. Staff contacted the other six planholders to understand why they did not respond. One vendor indicated that they did not submit a bid due to the prevailing wage requirement. Efforts to contact the other five planholders were unsuccessful. Allied Door is the City's current vendor for these services and has provided excellent service.

The bid was structured to be awarded to the lowest responsive, responsible bidder based upon the Total Bid Amount. However, the award amount is calculated as the Annual Preventative Maintenance cost plus \$25,536 for scheduled extra work for known repairs and upgrades plus \$11,255 for unanticipated extra work for repairs and upgrades that are identified during the contract term. The table below reflects the award amount calculation.

Vendor Name	Annual Preventative Maintenance Cost	Scheduled Extra Work	Unanticipated Extra Work
Allied Door	\$8,209	\$25,536	\$11,255

The term of this contract is one year from date of award through April 30, 2020 with four additional one-year options available.

**FISCAL IMPACT:**

CIP #: N/A

Commercial Garage Door, Man Door and Security Gate Services are expensed to the building and grounds maintenance accounts below. A total of \$390,000 is budgeted for contracted building maintenance services, including door and security gate maintenance, in 2019. The requested award of \$45,000 is within the budgeted amount for this expense.

Account Number	Fund Description	Total Budget Amount
31341100-531302	General Fund	\$633,850
31341500-531302	Water Utilities Fund	\$40,000
31341300-531302	Electric Utility Fund	\$50,000

**SUBMITTED BY:**

  
 Richard Dublinski, Director  
 Department of Public Works

5/15/19  
 Date

  
 Rachel Mayer  
 Chief Procurement Officer

5/16/19  
 Date

12AS  
 5/15/19

**APPROVED BY:**

  
 Douglas A. Krieger  
 City Manager

5/21/19  
 Date