Legislation Text

File #: 20-293, **Version:** 1

CITY MANAGER AUTHORITY PROCUREMENT AWARDS

ACTION REQUESTED:
Approve the award of Option Year One to Contract 19-074, Commercial Garage Door, Man Door and Security Gate Services, to Allied Door for an amount not to exceed $55,000

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director

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.

In May 2019, the City Manager awarded Contract 19-074 for a one-year term from date of award through April 30, 2020 with four, one-year options to extend.

DISCUSSION:
During the original term of the contract, Allied Door completed over 55 repairs and satisfactorily performed preventative maintenance at all exterior door locations. Based upon the vendor's performance, DPW would like to extend the contract for the first option year. Allied Door has agreed to maintain the rates and terms provide for under the contract.

The term of the first option year is May 1, 2020 to April 30, 2021, with three, one-year options remaining.

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 2020. The requested award of $55,000 is within the budgeted amount for this expense.

Account Number	Fund Description	Total Budget Amount
31341100-531302	General Fund	$598,850
31341500-531302	Water Utilities Fund	$40,000

| 31341300-531302 | Electric Utility Fund | $50,000 |