



TO THE HONORABLE MAYOR AND COUNCIL:

DATE: June 23, 2015

**SUBJECT: REPLACE LIGHTING MANAGEMENT SYSTEM AT THE SENIOR CENTER
(FACILITY REPLACEMENT FUND)**

Report in Brief

Lighting at Concord's Senior Center is controlled through a sophisticated computer management system. The original system is approximately 12 years old. It is outdated, beginning to fail and in need of replacement.

Staff recommends awarding a contract to Boscacci Inc. (DBA – Amp Electric) in the amount of \$82,000 to modernize the system. Funding for the project was made available in the Facility Replacement budget during the mid-year budget review in January 2015.

Background

Lighting at Concord's Senior Center is controlled through a sophisticated computer management system. The original system, installed in 2003, is beginning to fail. The failing system is causing interior and exterior lights to either stay on 24/7 or not operate at all. The computer management system is obsolete and replacement control boards are no longer available.

During the mid-year budget review in January 2015, Council authorized the allocation of \$70,000 to retrofit and modernize the system. Doing so will improve safety at the Senior Center and reduce maintenance costs for the system.

Discussion

On May 12, 2015 the City issued a formal request for bids to replace the lighting system. The Notice to Bid was published on the City's website via Public Purchase System (which includes thousands of registered vendors), posted in the glass box outside of the Finance building, sent to the Concord Chamber of Commerce, and sent to 4 companies who specialize in the work.

Two (2) companies submitted a bid by the May 29, 2015, deadline; however one bid was incomplete and disqualified for not meeting specifications. The initial estimate for the project was \$70,000. This initial project estimate was based on an informal quote from a single source. The formal bid process that was conducted in May 2015 included a bid walk-through with multiple companies attending and the issuance of one addendum.

**REPLACE LIGHTING MANAGEMENT SYSTEM AT THE SENIOR CENTER –
FACILITY REPLACEMENT FUND**

June 23, 2015

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Staff checked the references of the single responsive bidder, Amp Electric, and is satisfied that the company will provide quality service. The amount, though higher than the initial project estimate, is within the reasonable range for this type of work. Staff recommends awarding a contract to Amp Electric in the amount of \$82,000.

Fiscal Impact

Council authorized the allocation of \$70,000 for this project during the mid-year budget review in January 2015. The remaining \$12,000 is available in the Fiscal Year 2014-15 Facility Operations budget.

Public Contact

The Notice to Bid was published on the City's website via Public Purchase System (which includes thousands of registered vendors), posted in the glass box outside of the Finance building, sent to the Concord Chamber of Commerce, and sent to 4 companies specializing in this type of work, in addition to posting of the agenda.

Recommendation for Action

Staff recommends awarding a contract to Amp Electric in the amount of \$82,000 to replace the lighting management system at the Senior Center.

Prepared by: Bob Hardie
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Prepared by: Justin Ezell
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- Attachment A: Letter of non-award – Sunbelt Controls
Attachment B: Review memorandum – RFB #2324



June 3, 2015

-SENT VIA EMAIL -

John Clark, Service Sales Engineer
Sunbelt Controls
4511 Willow Road, Suite 4
Pleasanton, CA 94588
jclark@sunbeltcontrols.com

SUBJECT: Results for Request for Bid (RFB) #2324 Senior Center Lighting Retrofit Project

Dear John:

Thank you for your submitted proposal for the above referenced project. We appreciate your time and effort in preparing and submitting your proposal.

After a careful review of all bids and even though your bid was the lowest cost, your company was not selected due to not meeting the specifications outlined in the bid.

You may view upcoming bid opportunities on our website at any time by going to <http://www.cityofconcord.org/business/purchasing/> (go to Bid Opportunities).

Your interest in the City of Concord and participation in this solicitation are greatly appreciated. Again, thank you for your response and we wish you the best of success in your endeavors.

Respectfully yours,

Purchasing Division, Finance Department
City of Concord

For Your Information - Online Vendor Registration Instructions:

Whether you are a current vendor or not, in order to view bids, participate in the bidding process, and/or receive email notifications to bid, you **must be registered** with us by completing our free online **'Vendor Registration'** section in the City of Concord Purchasing website at <http://www.cityofconcord.org/business/purchasing/> (at no charge). *Note: The registration process will take you to our third party administrator (Public Purchase) who administers our online registration/bid information. Please read the instructions carefully and follow all of the steps.*

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PURCHASING DIVISION – FINANCE DEPARTMENT* CITY OF CONCORD (COC)
1950 Parkside Drive, MS/07 * (925)671-3178 / (925)676-2290 FAX

INTEROFFICE MEMORANDUM

To: Justin Ezell, Director of Public Works and
Bob Hardie, Facilities Maintenance Manager
From: Debbie Wellnitz, Purchasing Manager
Subject: Review Memo for Request For Bid (RFB)#2324 Seinor Center Lighting Retrofit Project
Date: June 1, 2015

This correspondence is to advise you that I have completed the administrative review for the above RFB and the apparent lowest, responsive, and responsible is Sunbelt Controls in Pleasanton, CA. The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy according to the timeline below.

Table with 3 columns: Date, Time, Activity. Rows include: May 12, 2015 (RFB Issued), May 20, 2015 (Questions to RFB Due), May 22, 2015 (Addendum Issued/Posted), and May 29, 2015 (Bid Due Date and location details).

The Notice to Bid was published on the City's website via Public Purchase System(which includes thousands of registered vendors), posted in the glass box outside of the Finance building, sent to the Concord Chamber of Commerce, and sent to 4 companies you provided. Two (2) companies submitted a bid by the above deadline.

The following table is the results from the bid opening (lowest bidder first):

Below is a list of bids submitted. An evaluation review process may follow.

Table with 2 columns: Bidder's Name (order by lowest bidder), Bid Amount (Each). Rows: Sunbelt Controls, Pleasanton CA (\$ 28,300.00), Boscacci Inc. dba Amp Electric (\$ 82,000.00)

The bid tabulation is typically posted on the website shortly after the bid opening. I have reviewed each bid submittal for completeness, accuracy, and meeting requirements including applicable information such as debarment/suspension check, labor compliance requirements, and other pertinent information as part of the 'Administrative Checklist' are summarized below for the bid submittals. (Minor informalities shall be rectified with the bidder(s) if applicable.)

RFP#: 2324													
Due Date: 5/29/2015 10:30 AM													
Description: Senior Center Lighting Retrofit Project													
Sort by Company Name													
REQUIRED DOCUMENTS SUBMITTED: Note: Some items may be considered minor informalities & can be obtained later. (see comments)													
COMPANY (Proposer's Firm Name)	CONTACT NAME	Cost	2 Copies (include 1 original)	Electron ic Copy	Submitta l Form Comple ted & Signed	Bid Bond (10%)	Debarm ent Check	Exceptions to Specifica tion # (Exhibit C)	W-9	Addendu m (2)	Contractor DIR Registration #/ CLSB#	Prevailing Wage Info	Comments
1 Sunbelt Controls	John Clark, Service Sales Engineer	\$28,300.00	✓	✓	✓	Yes, Surety Co.	✓	✓ (no exceptions listed)	✓	✓	1000000552 / 936334, C-10	CON-2015-1, Electrician	
2 Boscacci, Inc. dba AMP Electric	Nicholas L. Boscacci, CEO	\$82,000.00	✓	✓	✓	Yes, Surety Co.	✓	✓ (no exceptions listed)	✓	✓	1000000230 / 915178, C-10	CON-2015-1, Electrician	

Bid Submittals:

You may review the copy of the bid submittal(s) attached and/or by request to the Purchasing Division. Electronic copies may also be filed electronically in the P:Drive/Purchasing Division/RFB Submissions folder. The bid submittals may be subject to your technical or further evaluation. If costs do not meet budgetary requirements and/or are far from the Project Manager's cost estimate, the bid may be reissued at the Project Manager's discretion.

If applicable and a bid bond was submitted, any bid bond in the form of a cashier's check will be held in the City Clerk's office until authorized for release.

PO/Contract:

Upon your review and decision on the selected bid based on 'best value' for the City, the awarded contractor may be notified for any additional, applicable requirements and documentation including but not limited to a signed contract, current business license, insurance requirements, and bonds.

A requisition must be submitted in Lawson for the selected Vendor by your Department with the appropriate approval process. Please make sure you provide the following required documents/information when submitting the requisition:

- ✓ Prepare the contract (if applicable) and route through City Clerk's office for authorized signatures.
- ✓ Please reference the above **BID #** and indicate the **Contract Terms** on the requisition. For the above bid, the terms are: *One (1) year contract. (as stated in the bid document)*
- ✓ If the vendor is not in Lawson system, we will need to obtain a W-9 in order to set them up with a Vendor #.
- ✓ If work will be done on City premises or if you and/or City Attorney determines the need for insurance, please obtain insurance certificates per the City's Insurance Requirements. (see P:Drive/Purchasing Division/Procurement Handbook-Documents and Forms)
- ✓ If City Council approval is required (>\$50K), please provide Council approval date. (If you have the budget for a **multi-year contract**, for instance, a one-year contract in the amount of \$20K/year with 4 one-year renewal, then the total amount of \$100K (\$20K x 5 years) will need Council approval.)

A Purchase Order (PO)# shall be issued after all required documents are submitted and you may inform the awarded contractor with a 'Notice to Proceed' for commencement of work along with a copy of the PO.

For your information: Purchasing does not distribute POs to vendor(s) since departments know the best & appropriate time to issue to vendors. Please make sure vendors get a copy of the PO (as the terms & conditions are included in the PO) and remind vendors to reference the PO# on all invoices. (Upon request for Purchasing to send PO to vendor, you must provide Purchasing with the contact name and email address.)

Please contact me for any questions and provide status of your review progress at 925-671-3219 or debbie.wellnitz@cityofconcord.org. Thank you.