



TO THE HONORABLE MAYOR AND COUNCIL:

DATE: July 28, 2015

SUBJECT: AWARD CONTRACT IN THE AMOUNT OF \$250,000 TO SAFETY NETWORK TRAFFIC SIGNS, INC. FOR THE TRAFFIC SIGN REPLACEMENT PROJECT (TRANSPORTATION SIGNS AND MARKINGS)

Report in Brief

Public Works completed an inventory of traffic signs during FY 2013-14 that identified 14,800 individual signs. More than 1,700 of these are regulatory, warning, and guide signs which do not meet the minimum California Manual on Uniform Traffic Control Devices standards for retro-reflectivity. Staff recommends awarding a contract in the amount of \$250,000 to Safety Network Traffic Signs, Inc. to carry out a project to replace these failed traffic signs.

Background

One of Public Works' major accomplishments during the 2013-14 Fiscal Year was the completion of an inventory of the City's traffic signs and implementation of a sign asset management system. Public Works implemented an asset management and work order system for its 15,000 road signs using a database that contains sign location, type, photo, condition, retro-reflectivity reading, and sign post type/condition. The program allows Public Works to forecast sign replacement needs and costs over a specific time period and ensure the ability to perform long term planning related to signage.

Because traffic signs must be compliant with legal and technical criteria, and because public safety is a priority area of focus, the City Council authorized staff to replace more than 1,700 failed traffic signs. In doing so the City Council approved funding to complete the sign replacement project in the 2013-14 mid-year budget. The project was later rescheduled to begin in summer 2015 and the funds were left unused.

Discussion

On June 19, 2015 the City issued a formal Request for Bids (RFB) to replace the more than 1,700 failed traffic signs and other signs on an as-needed basis. Bids were due on July 10, 2015 and opened by the City Clerk. Seven qualifying bids were received with Safety Network Traffic Signs, Inc. being the lowest responsive and responsible bidder at \$193,105.17.

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TRAFFIC SIGNS, INC. FOR THE TRAFFIC SIGN REPLACEMENT PROJECT**

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In Fiscal Year 2013-14 staff estimated that this project would cost \$312,000. The estimated figure was later refined and reduced to \$270,000 when it was placed to bid in June 2015. The seven bids that were submitted to the City on July 10, 2015 ranged from a high of \$445,788 to a low of \$193,105 (bid results are listed in Attachment 1).

Public Works has a successful working relationship with the low bidder – Safety Network Traffic Signs, Inc. The Company performed the City’s sign inventory in FY 2013-14 and created the initial sign asset management and work order system. Staff is recommending that the City Council award a contract in the amount of \$250,000 to Safety Network Traffic Signs, Inc. to carry out the project to replace the more than 1,700 failed traffic signs and to replace other signs on an as-needed basis.

Fiscal Impact

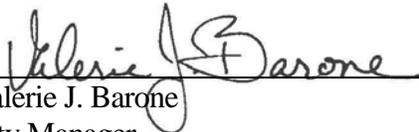
Council approved \$312,000 of funding for this project in the 2013-14 mid-year budget; however the project was rescheduled to begin in summer 2015 and the funds were left unused. Funds for this project will be re-appropriated from the General Fund and added to the Transportation Signs and Markings operational fund for Fiscal Year 2015-16.

Public Contact

In addition to posting the agenda, a 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, and sent to the Concord Chamber of Commerce.

Recommendation for Action

Staff recommends awarding a contract in the amount of \$250,000 to Safety Network Traffic Signs, Inc. for the traffic sign replacement project; adopting Resolution No. 15-57 appropriating \$250,000 from the General Fund to the Transportation Signs and Markings Operational Fund; and authorizing the City Manager to execute the contract.



Valerie J. Barone
City Manager

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Prepared by: Justin Ezell
Director of Public Works

Justin.Ezell@cityofconcord.org

Attachment 1 – Review Memo for Request for Bid #2328 Sign Replacement Project

Attachment 2 – Resolution No. 15-57

ATTACHMENT 1



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
Jesse Crawford, Senior Team Leader
From: Debbie Wellnitz, Purchasing Manager
Subject: Review Memo for Request For Bid (RFB)#2328 Sign Replacement Project
Date: July 10, 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 **Safety Network Traffic Signs Inc, Fresno CA.** The City issued a ‘Request For Bid’ notice in accordance with the COC Procurement Policy according to the timeline below.

Bid Timeline Schedule		
Date	Time	Activity
June 19, 2015	By 5:00 PM	RFB Issued
June 26, 2015	4:00 PM	Questions to RFB Due
June 29, 2015	4:00 PM	Addendum Issued/Posted on Purchasing Website by City Staff <i>(Addendum may include revisions and/or responses to RFB/ Questions)</i>
July 10, 2015	10:00 AM	<u>Bid Due Date</u> <u>Bid Submittals to & Bid Opening Location:</u> Office of City Clerk-Wing A City of Concord Civic Center 1950 Parkside Drive-M/S 03 Concord, California 94519

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, and sent to the Concord Chamber of Commerce. Seven (7) **companies** submitted a bid by the above deadline.

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

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Bidder's Name <i>(by Lowest Bidder first)</i>	Bid Amount
Safety Network Traffic Signs, Inc., Fresno CA	\$ 193,105.17
Chrisp Company, Fremont CA	\$ 216,282.00
Statewide Traffic Safety & Signs, Nipomo, CA	\$ 228,789.25
McGuire-Pacific Constructors, Auburn CA	\$ 263,990.00
Pacific Underground Services, Martinez CA	\$ 271,267.50
ECO Construction & Maintenance LLC, Lake Mary, FL	\$ 361,749.95
Diversified Applications & Coatings dba Excel Painting & Striping, Sacramento CA	\$ 445,788.00
*Contract award may be pending Council approval and/or further review/requirements.	
Note: Local Preference of 5% does not apply since policy applies up to maximum of \$100K.	

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'. A copy may be emailed upon request. *(Minor informalities shall be rectified with the bidder(s) if applicable.)*

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.

Bid Bonds: If applicable and a bid bond was submitted with bid, any bid bond in the form of a cashier's check will be held in the City Clerk's office until authorized for release. Selected Contractor will provide a Performance and Payment Bond prior to commencement of work.

PO/Contract Award:

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: ***Check all that is applicable.***

- Contract: Prepare the contract (if applicable) and route through City Clerk's office for authorized signatures. Use the Maintenance Services Agreement template provided by City Attorney's office.
- Council Approval: 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.)*
- Requisition Reference Information: Please reference the above **BID #, assigned Contract # by City Clerk, Council approval date**, 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)
- W-9 Form: 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 #.
- Insurance: If work will be done on City premises or if you and/or City Attorney determines the

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need for insurance, please obtain insurance certificates per the City's Insurance Requirements. (see *P:Drive/Purchasing Division/Procurement Handbook-Documents and Forms*)

- Labor Compliance Requirements including Prevailing Wage, SB854 Etc: If work is subject to prevailing wage, please make sure to submit to DIR the PWC-100 form. See '*Instructions for All Project Managers Responsible for Prevailing Wage-Public Works Projects*'.

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.

**BEFORE THE CITY COUNCIL OF THE CITY OF CONCORD
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA**

**A Resolution Appropriating \$250,000 from the
General Fund to the Transportation Signs and
Markings Operational Fund for Fiscal Year 2015-16;
and Authorizing the City Manager to Execute a
Contract with Safety Network Traffic Signs, Inc. in
the amount of \$250,000 in Connection with Replacing
Failed Traffic Signs**

Resolution No. 15-57

WHEREAS, traffic signs must be compliant with legal and technical criteria, and

WHEREAS, public safety is a priority area of focus, the City Council authorized staff to
replace more than 1,700 failed traffic signs; and

WHEREAS, the City Council has approved the Traffic Sign Replacement Project; and

WHEREAS, the City Council’s appropriation of \$250,000 to the Transportation Signs and
Markings Operational Fund will allow the project to replace failed traffic signs to be completed.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CONCORD DOES
RESOLVE AS FOLLOWS:**

Section 1. Appropriate funding in the amount of \$250,000 to the Traffic Sign Replacement
Project from the General Fund to the Transportation Signs and Markings Operational Funds for Fiscal
Year 2015-16.

Section 2. Authorizes the City Manager to execute a contract in the amount of \$250,000 for
replacement of failed traffic signs.

Section 3. This resolution shall become effective immediately upon its passage and adoption.

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