



TO THE HONORABLE MAYOR AND COUNCIL:

DATE: October 13, 2015

SUBJECT: AWARD CONTRACT IN THE AMOUNT OF \$125,625 TO MARTINEZ SHEET METAL, INC. FOR THE WALK-IN EVIDENCE FREEZER EQUIPMENT UPGRADE FOR THE CONCORD POLICE DEPARTMENT (FACILITIES REPLACEMENT FUND)

Report in Brief

Staff is recommending awarding a project in the amount of \$125,625 to Martinez Sheet Metal, Inc. to upgrade the existing evidence freezer equipment at the Concord Police Department.

Background

The Concord Police Department has a walk-in freezer that contains evidence and other sensitive material. The Public Works Department, which maintains the freezer, has been experiencing increasing maintenance issues with the equipment. This project will upgrade the existing freezer equipment to remedy the persistent maintenance issues and to ensure continued operation and preservation of evidence.

Discussion

On June 24, 2015 the City issued a formal Request for Bids (RFB) to upgrade the walk-in freezer equipment. Bids were due on August 17, 2015 and opened by the City Clerk. One qualifying bid was received from Martinez Sheet Metal, Inc. Staff has determined the bid is responsive and responsible to the RFP and that the price of \$125,625 is competitive. Staff based this conclusion on informal estimates that were received from other vendors prior to the RFP being released.

Martinez Sheet Metal, Inc. is a well-established HVAC and sheet metal company. Staff is recommending that the City Council award a contract in the amount of \$125,625 to Martinez Sheet Metal, Inc. to carry out the project to upgrade the existing freezer equipment.

Fiscal Impact

Funding for this project is available in the Fiscal Year 2015/16 Facilities Replacement Fund.

**AWARD CONTRACT IN THE AMOUNT OF \$125,625 TO MARTINEZ SHEET
METAL, INC. FOR THE WALKIN EVIDENCE FREEZER EQUIPMENT
UPGRADE FOR THE CONCORD POLICE DEPARTMENT**

October 13, 2015

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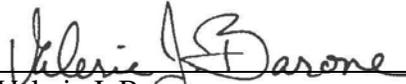
Public Contact

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 is recommending awarding a project in the amount of \$125,625 to Martinez Sheet Metal, Inc. to upgrade the existing evidence freezer equipment at the Concord Police Department.

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Attachment A – Review Memo for Request for Bid (RFB) #2332 Walk-In Freezer Equipment Upgrade for the Concord Police Department



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

INTEROFFICE MEMORANDUM

To: Bob Hardie, Facilities Maintenance Manager
From: Debbie Wellnitz, Purchasing Manager
Subject: Review Memo for Request For Bid (RFB)#2332 Walk-In Freezer Equipment Upgrade for Police Department
Date: August 17, 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 Martinez Sheet Metal Inc., Martinez, 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: July 24, 2015 (RFB Issued), July 31, 2015 (Pre-Bid Walk-Through at City of Concord Police Department), August 5, 2015 (Questions to RFB Due), August 6, 2015 (Addendum Issued/Posted on Purchasing Website), August 17, 2015 (Bid Due Date, Bid Submittals to & Bid Opening Location).

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. One (1) company 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). Row: Martinez Sheet Metal Inc., Martinez, CA, 125,625.00

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.)

Lowest Bidder Information:

Information for the following if applicable if the lowest bidder, *Martinez Sheet Metal Inc.* is selected: : PWC-100 form to DIR online, preparing contract, etc.

DIR Contractor Registration #	1000004071
CSLB#	222277
Licenses	C20, C43, C38, C-4, B, C36
Prevailing Wage Classification(s)	Sheet Metal Worker, Plumber Pipe Fitter, Refrigerator Fitter
Bid Bond	Submitted 5% Bid Bond Surety Form
Performance/Payment Bond Required	Yes, 100%
Contract Terms	1 Year Contract

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, Section I. Term of Contract, Page 10)
- ✓ 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.)
- ✓ **DIR and Prevailing Wage Requirements** Information: (DIR=Department of Industrial Relations) Be sure to obtain the selected Contractor's DIR Contractor Registration #, CSLB# (California State License Board), and Prevailing Wage Classification, etc. and submit the PWC-100 form to DIR online. (See 'Instructions for All Project Managers Responsible for Prevailing Wage-Public Works Projects' in the *P:Drive/Purchasing Division/Procurement Handbook-Documents and Forms*)

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.