



## Staff Report

**Date:** March 22, 2016

**To:** City Council

**From:** Valerie J. Barone, City Manager

**Reviewed by:** Justin Ezell, Director of Public Works

**Prepared by:** Bob Hardie, Facilities Manager  
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(925) 671-3025

**Subject:** **Award contract to MatrixHG, Inc. in the amount of \$80,000 for emergency replacement of the hot water tank and boilers at the City of Concord Police Department (Facilities Replacement Fund)**

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### Report in Brief

The hot water tank and boilers serving the City of Concord Police Department facility are beginning to fail and are in need of emergency replacement. Staff has identified and selected a vendor and recommends that the City Council award a contract to complete the emergency work.

### Recommended Action

Staff recommends awarding a contract to MatrixHG, Inc. in the amount of \$80,000 for emergency replacement of the hot water tank and boilers at the City of Concord Police Department.

### Background

The City of Concord's Police Department is located in a facility on Galindo Street which was commissioned in 1995. Many components of the facility are beginning to reach the end of their useful life.

The facility relies upon two "boilers" which heat water for cooking and hygienic purposes. The water is then stored in a 400 gallon hot water holding tank. The holding tank developed a leak which was temporarily repaired. After discovering the leak, staff immediately began soliciting replacement bids. During the time period in which bids

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were being solicited, the hot water holding tank developed a second leak, which was also temporarily repaired.

Because the boilers must be removed and replaced in order to access the hot water tank, Facilities Maintenance has recommended replacing the 20 year-old boilers at the same time as the hot water tank. The expected useful life of a boiler is 25 years, however, replacing the boilers now is more cost effective than doing so later, and will eliminate the need for emergency replacement in the near future.

### **Analysis**

Staff solicited informal bids from three vendors qualified to perform such work. Two vendors were responsive with MatrixHG, Inc. being the lowest responsive bidder at \$73,010.00 (see Attachment 1). Staff recommends increasing the award amount to \$80,000 to cover any unforeseen costs (approximately 10% project contingency).

### **Alternatives**

Staff can remove the boiler replacement portion of the work from the contract and reduce the award amount to cover only the hot water tank replacement. Doing so is not advised. Replacing the boilers along with the hot water tank will be more cost effective in the long run and will eliminate the need for emergency boiler replacement in the near future.

### **Procurement Process**

Staff solicited informal bids from three different vendors qualified to perform such work, in which two were responsive. Given the critical nature of this work staff did not have time to issue a formal bid request.

### **Financial Impact**

Funding for this project is available in the Fiscal Year 2015-16 Facilities Maintenance operational fund.

### **Public Contact**

The City Council Agenda was posted.

### **Attachments**

1. Informal Bid/Quote Summary Form

For Purchasing Only:
Vendor: _____
PO#: _____
Requisition#: _____



**INFORMAL BID/QUOTE SUMMARY FORM**

Use this form for purchases \$10,001 - \$50,000

**FOR PROJECT:** PD Boiler Skid Replacement

In accordance with Ordinance No. 11-9, Resolution 11-77, and all appropriate administrative directives and policies and procedures, the following submittal is required.

**1. Bid/Quotes Received: (Attach written or documented oral quotes.)**

[Important Note: Solicited vendors should be notified in the 'Request for Quotes' the Purchase Order (PO) terms and conditions if selected.]

**A. Vendor Name:** Matrixhg, Inc

Contact Name and Contact Information (include email): , Cameron Edwards  
<CEdwards@matrixhginc.com>

925-459-9200

**Total Quote: \$73,010** \_\_\_\_\_

Check if applicable:

Local Preference (5%)\*\*: \$ \_\_\_\_\_ (Quote with 5% preference)

**B. Vendor Name:** Champion's plumbing

Contact Name and Contact Information (include email): Jan Christensen  
<jan@championsplumbing.com>

925-372-0881

**Total Quote: \$ 94,179.00** \_\_\_\_\_

Check if applicable:

Local Preference (5%)\*\*: \$ \_\_\_\_\_ (Quote with 5% preference)

**C. Vendor Name:** RF MacDonald

Contact Name and Contact Information (include email): \_\_\_\_\_

dave.shaughnessy@rfmacdonald.com, 510-760-6293

**Total Quote: \$ did not submit bid** \_\_\_\_\_

Check if applicable:

Local Preference (5%)\*\*: \$ \_\_\_\_\_ (Quote with 5% preference)

**2. Recommended for Award:**

**Vendor:** \_\_\_\_\_ Matrixhg, Inc. \_\_\_\_\_

*\*Prevailing Wage Requirements: (Public projects) See State of CA Department of Industrial Relations, Division of Labor & Statistics*

*\*\*Local Preference of 5% is only applicable up to \$100K.*

(Informal Bid/Quote Summary, continued)

Did the awarded vendor provided the lowest quote? Yes   x   No \_\_\_\_\_  
If No, please explain why the above vendor was selected and why their quote is 'of best value' to the City:

\_\_\_\_\_  
\_\_\_\_\_

**CHECKLIST:** Please make sure the following are submitted along with this completed form in order for a Purchase Order to be processed timely:

**A. Requisition**

Requisition Number: \_\_\_\_\_  
(Requisition must be entered into the Lawson Purchasing System)

**B. Prior Review and Approval:**

(Required authorization for applicable items must be approved in system)

- Printing: (see AD No. 20):  N/A
- IT-Type Purchase (See AD No. 7):  N/A
- Other \_\_\_\_\_  N/A

**C. W-9 Form-New Vendor (if not in our system):**

- Completed W-9 attached
- N/A

**D. Insurance**

- Insurance with Additional Insured certificate on file
- N/A

**E. Contract**

- Contract No.: \_\_\_\_\_ (Indicate Contract # if one exists.)
- N/A

**F. Quote(s)**

- Quote(s) attached: Attach submitted quotes and any other supporting documents.  
(Preferably on Request For Quote Form provided by Purchasing Department.)

**G. Prevailing Wage Requirements**

- Check box if Prevailing Wage Requirements\* apply. (Public Projects)
- N/A

**3. Award:**

Department Head Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**(Please return the completed & signed copy to Purchasing via email**

[Debbie.wellnitz@cityofconcord.org](mailto:Debbie.wellnitz@cityofconcord.org) )

\* \* \* \* \*

For Purchasing Use Only:

Purchase Order Number: \_\_\_\_\_ Issued: \_\_\_\_\_

\*Prevailing Wage Requirements: (Public projects) See State of CA Department of Industrial Relations, Division of Labor & Statistics

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