

Meeting Date: 6/17/2014

Report Type: Consent

Report ID: 2014-00424

Title: Authorizing the Use of a Request-for-Qualifications Process to Identify Insulation Contractors for On-Call Insulation Services (Two-Thirds Vote Required)

Location: Citywide

Recommendation: Pass a Resolution, in the best interest of the City, suspending competitive bidding and authorizing the use of a request-for-qualifications process to identify the best qualified insulation contractors to provide on-call insulation services to the City on an as-needed basis.

Contact: Tony Alexander, Mechanical Maintenance Supervisor, (916) 808-6360; Don Tucker, Facilities Manager, (916) 808-8335, Department of General Services

Presenter: None

Department: General Services

Division: Facility Maintenance

Dept ID: 13001521

Attachments:

1-Description/Analysis

2-Resolution

City Attorney Review

Approved as to Form

Kourtney Burdick

6/9/2014 10:25:48 AM

Approvals/Acknowledgements

Department Director or Designee: Reina Schwartz - 5/29/2014 11:47:49 AM

Description/Analysis

Issue Detail: On July 23, 2013, City Council passed Motion No. 2013-0192 approving the Department of General Services' On-Call Master Services List ("List"), which included 28 contractor services. On March 25, 2014, City Council passed Motion No. 2014-0057 adding five more contractor services to the List. The Department of General Services, Facilities and Real Property Management Division, has now identified a need to add insulation contractors to the List. Therefore, this report recommends suspending competitive bidding, in the best interests of the City, and authorizing the use of a request-for-qualifications (RFQ) process to identify the best qualified insulation contractors to be included on the List and provide on-call insulation services to the City on an as-needed basis.

Policy Considerations: The recommendation in this report is in accordance with City Code Chapter 3.60 and Administrative Policy 4002 regarding exceptions to competitive bidding.

Economic Impacts: None

Environmental Considerations:

California Environmental Quality Act (CEQA): No environmental review is necessary because the recommendation in this report involves the administrative activity of updating a list of qualified contractors who are fit to perform work on various (and yet unknown) public projects. Any required CEQA review will occur prior to commencement of projects as they are identified.

Sustainability: Not applicable

Commission/Committee Action: None

Rationale for Recommendation: The Department of General Services has successfully used an on-call maintenance list for many years to respond in a timely manner in delivering public facility maintenance, capital improvement projects, and emergency response services when City staff is unable to respond due to competing workload demands or when specialty services are required. The Facilities and Real Property Management Division has now identified a need to include insulation contractors in the List. Staff recommends using the RFQ process to identify qualified insulation contractors. Suspending competitive bidding is required because the use of a RFQ process is an alternative to the typical process in which contractors are selected on the basis of lowest responsive and responsible bid. A selection committee will review the responses to the RFQ and make a recommendation on qualified firms based on experience and overall qualifications to perform the required work. Staff will prepare contracts for those contractors eligible to be on the List and return those contracts to council for consideration prior to their execution.

Financial Considerations: The recommendation in this report does not result in any financial impact to the City. Upon approval of this recommendation, staff will proceed with the RFQ selection process and return to City Council with a recommendation for contract awards. Recommended contract amounts will be determined by reviewing the historical expenditures, and considering the future need, for insulation services.

Local Business Enterprise (LBE): No goods or services are being purchased as a result of this report.

RESOLUTION NO. 2014-

June 17, 2014

Adopted by the Sacramento City Council

SUSPENDING COMPETITIVE BIDDING AND AUTHORIZING THE USE OF A REQUEST-FOR-QUALIFICATIONS PROCESS TO IDENTIFY INSULATION CONTRACTORS TO PROVIDE ON-CALL INSULATION SERVICES

BACKGROUND

- A. The Department of General Services has successfully used on-call contractors for many years to respond in a timely manner in delivering public facility maintenance, capital improvement projects, and emergency response services when City staff is unable to respond due to competing workload demands or when specialty services are required. The Facilities and Real Property Management Division has now identified a need for on-call insulation contractors. The recommended request-for-qualifications (RFQ) process will be used to identify the best qualified insulation contractors. Suspending competitive bidding is required because the use of a RFQ process is an alternative to the typical process in which contractors are selected on the basis of lowest responsive and responsible bid. A selection committee will review the responses to the RFQ and make a recommendation on best qualified firms based on experience and overall qualifications to perform the required work.
- B. City Code section 3.60.170 authorizes the suspension of competitive bidding when, upon a two-thirds vote of the council, it is determined that it is in the best interests of the city to suspend competitive bidding for any contract. Suspending competitive bidding in this instance will allow the City to put together a list of pre-approved contractors who are fit to work on future City projects, thereby saving time and money those projects arise.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. In the best interest of the City, competitive bidding is suspended and the use of a RFQ process is authorized to identify the best qualified insulation contractors to provide on-call insulation services to the City on an as-needed basis.