



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
May 22, 2007

Honorable Mayor and
Members of the City Council

Title: On-Call Master Contractor Services List for Public Facilities

Location/Council District: Citywide

Recommendation: Adopt a **Resolution:** 1) Approving an On-Call Master Contractor Services List for Public Facilities for fiscal year 2007/08 with three one-year renewal periods; 2) authorizing the City Manager or his designee to execute contracts in amounts not to exceed; \$50,000 for Heating, Ventilation and Air Conditioning (HVAC) – Small Tonnage services, \$95,000 for HVAC – Large Tonnage services, \$75,000 for Flooring services, and, \$35,000 for Fire Sprinkler services, per contractor, per service provided, per fiscal year (FY); and 3) authorizing the City Manager or his designee to renew each contract by change order each fiscal year in amounts not to exceed; \$50,000 for HVAC – Small Tonnage services, \$95,000 for HVAC – Large Tonnage services, \$75,000 for Flooring services, and, \$35,000 for Fire Sprinkler services, per contractor, per service provided, per fiscal year.

Contacts: Cynthia Kranc, Facilities Manager, 808-2258

Presenters: Cynthia Kranc, Facilities Manager

Department: Not Applicable

Division: Facilities and Real Property Management

Organization No: 3282

Description/Analysis:

Issue: The purpose of this report is to establish an On-Call Master Contractor Services List for Public Facilities. Developing this on-call list will support the mission of the Department of General Services to respond in a timely manner in delivering public facility projects throughout the City. The following services shall be provided:

- HVAC – Small Tonnage

- HVAC – Large Tonnage
- Flooring
- Fire Sprinklers

Policy Considerations: This action is consistent with Chapter 3.64 of the Sacramento City Code and complies with existing policies regarding contracts.

Environmental Considerations: Approval of an On-Call Master Contractor Services List for Public Facilities is not a project as defined by the California Environmental Quality Act (CEQA) guidelines, Section 15378. The recommended action involves no physical construction and has no potential to cause a significant impact to the environment.

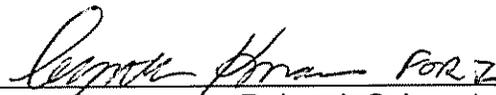
Rationale for Recommendation: It is in the best interest of the City to approve the establishment of an On-Call Master Contractor Services List for Public Facilities for the following reasons:

- On December 2, 2003, the City Council approved the Smith Culp Consultant Study recommendations (Resolution 2003-853) to improve the delivery of projects. One of the recommendations was to establish an on-call contractor list for cost effective and efficient delivery of contractor services; and
- Use of an on-call contractor services list will position the Department of General Services to deliver projects in a more cost effective and efficient manner by expanding its capacity to meet critical project schedule requirements and by reducing the time needed to prepare, evaluate, and award contracts for each and every project. Additionally, unforeseeable conditions identified during the course of projects may be addressed immediately.

Financial Considerations: Each contract will be executed as soon as possible for FY2007/08 for the full amount identified in Exhibit A. However, purchase orders encumbering funds under these contracts will not be opened until projects are identified and the City's FY2007/08 budget has been approved. Funding for each purchase order will be provided for in capital improvement project budgets or in department operating budgets as projects are identified. Contractors may have multiple assignments in a given fiscal year, however, the aggregate amount shall not exceed; \$50,000 for HVAC – Small Tonnage services, \$95,000 for HVAC – Large Tonnage services, \$75,000 for Flooring services, and \$35,000 for Fire Sprinkler services, contractor, per service provided, per fiscal year.

Emerging Small Business Development (ESBD): The Bid required contractors to meet the City's 20% ESBD goal. All eight firms selected for the On-Call Master Contractor Services List for Public Facilities List either met or exceeded this goal.

Respectfully Submitted by: 
Cynthia Kranc
Facilities Manager

Approved by:  FOR Z
Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:


Ray Kerridge
City Manager

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Attachment 1

Background Information

- On December 2, 2003, the City Council approved the Smith Culp Consultant Study recommendations (Resolution 2003-853) to improve the delivery of projects. One of the recommendations was to establish an on-call contractor list for cost effective and efficient delivery of contractor services.
- On March 12, 2007, the Department of General Services posted a request for bids for on-call contractor services for public facilities projects. The document was advertised on the City's internet site at <http://www.cityofsacramento.org/finance/bids>.
- On March 30, 2007, eleven companies submitted bid proposals. Three bids were deemed non-responsive and rejected. A total of eight companies are being placed on the On Call Master Contractor list, all of which meet the 20% ESBD goal.
- It is estimated that the use of an On-Call Master Contractor list will address 90 percent of the projects requiring these contractor services scheduled to be delivered by the Department of General Services.
- Staff anticipates adding additional services to this list over the course of the next several months.
- Specific "not to exceed" dollar amounts for each type of service were based on past City use of each type of service as well as average cost of past contracts.
- Once placed on the rotating on-call selection list, each contractor will submit a proposal for services based on specific project requests.
- Contracts for specific projects that exceed the dollar limits as established for the On-Call Master Contractor Services List, as described will be procured separately in compliance with the City Code and adopted policies.

RESOLUTION NO. 2007-XXXX

Adopted by the Sacramento City Council

May 22, 2007

APPROVE AN ON-CALL MASTER CONTRACTOR SERVICES LIST FOR PUBLIC FACILITIES FOR FISCAL YEAR (FY) 2007/08 WITH THREE ONE-YEAR RENEWAL PERIODS; AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE CONTRACTS IN AMOUNTS NOT TO EXCEED: \$50,000 FOR HEATING, VENTILATION AND AIR CONDITIONING (HVAC) – SMALL TONNAGE SERVICES, \$95,000 FOR HVAC – LARGE TONNAGE SERVICES, \$75,000 FOR FLOORING SERVICES, AND \$35,000 FOR FIRE SPRINKLER SERVICES, PER CONTRACTOR, PER SERVICE PROVIDED, PER FISCAL YEAR; AND AUTHORIZE THE CITY MANAGER OR HIS DESIGNEE TO RENEW EACH CONTRACT BY CHANGE ORDER EACH FISCAL YEAR IN AMOUNTS NOT TO EXCEED \$50,000 FOR HVAC – SMALL TONNAGE SERVICES, \$95,000 FOR HVAC – LARGE TONNAGE SERVICES, \$75,000 FOR FLOORING SERVICES, AND \$35,000 FOR FIRE SPRINKLER SERVICES, PER CONTRACTOR, PER SERVICE PROVIDED, PER FISCAL YEAR

BACKGROUND

- A. On December 2, 2003, the City Council approved the Smith Culp Consultant Study recommendations (Resolution 2003-853) to improve the delivery of projects. One of the recommendations was to establish an on-call contractor list for cost effective and efficient delivery of contractor services.
- B. On March 12, 2007, the Department of General Services posted a request for bids (<http://www.cityofsacramento.org/finance/bids>) for on-call contractor services for public facilities projects. On March 30, 2007, eleven companies submitted bid proposals. Three bids were deemed non-responsive and rejected. A total of eight companies are being placed on the On Call Master Contractor list, all of which met or exceeded the City's 20% ESBD goal.
- C. It is estimated that this process will address 90 percent of the projects requiring contractor services scheduled to be delivered by the Department of General Services.
- D. Use of an on-call contractor services list will position the Department of General Services to deliver projects in a more cost effective and efficient manner by expanding its capacity to meet critical project schedule requirements and by reducing the time needed to prepare, evaluate, and award contracts for each and every project. Additionally, unforeseeable conditions identified during the course of projects may be addressed immediately.

- E. Contracts for specific projects that exceed the dollar limits as established for the On-Call Master Contractor Services List, as described will be procured separately in compliance with the City Code and adopted policies.

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

- Section 1. An On-Call Master Contractor Services List for Public Facilities (Exhibit A) for FY2007/08 with three one-year renewal periods (FY2008/09, FY2009/10 and FY2010/11) is approved.
- Section 2. The City Manager or his designee is authorized to execute contracts in amounts not to exceed; \$50,000 for HVAC – Small Tonnage services, \$95,000 for HVAC – Large Tonnage services, \$75,000 for Flooring services, and, \$35,000 for Fire Sprinkler services, per contractor, per service provided, per fiscal year.
- Section 3. The City Manager or his designee is authorized to renew each contract by change order each fiscal year in amounts not to exceed; \$50,000 for HVAC – Small Tonnage services, \$95,000 for HVAC – Large Tonnage services, \$75,000 for Flooring services, and, \$35,000 for Fire Sprinkler services, per contractor, per service provided, per fiscal year.

Exhibit A

On-Call Contractors			
Type of Service	Company Name	Contract Amount	ESBE %
HVAC - Small Tonnage	Mielcasz & Associates	\$50,000	100%
	On Line Heating & Air	\$50,000	100%
HVAC – Large Tonnage	American Chiller Service, Inc.	\$95,000	100%
Flooring	A&P Flooring	\$75,000	100%
	Dynamic Commercial Flooring	\$75,000	33%
	Waldo Bowers Floor Covering	\$75,000	84%
Fire Sprinklers	Marquee Fire Protection	\$35,000	100%
	Nor-Cal Fire Protection	\$35,000	100%