REPORT TO COUNCIL
City of Sacramento

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

CONSENT
June 5, 2007

Honorable Mayor and
Members of the City Council

Title: Contract: Citywide On Call Overhead Door Project

Location/Council District: Citywide

Recommendation: Adopt a **Resolution**: 1) Suspending competitive bidding as in the best interests of the City; and 2) approving a sole source contract with Overhead Door Company of Sacramento, Inc. for $90,000 per fiscal year, beginning in fiscal year (FY) 2006/07 with four one-year renewal periods; and 2) authorizing the City Manager or designee to execute a sole source contract in an amount not to exceed $90,000 per fiscal year, for a total of $450,000 over five years with Overhead Door Company of Sacramento, Inc. for on-call overhead door installation, repair and maintenance service.

Contact: Tony Alexander, Facilities Supervisor, 808-6360; Cynthia Kranc, Facilities Manager, 808-2258.

Presenters: None

Department: General Services

Division: Facilities and Real Property Management

Organization No: 3275

Description/Analysis

Issue: General Services staff are required to maintain, repair or replace overhead roll up doors on a 24-hour a day emergency basis to ensure the life and safety mission of the Fire Department. Currently, the City has over 500 overhead roll up doors throughout its facilities and on average General Services replaces or repairs 3 to 4 overhead roll up doors a month.

Developing this on call contract will enable the department to respond in a timely manner and reduce the time needed to prepare, evaluate and award a contract every time an overhead door at a City facility is damaged, needs maintenance or replacement.

Policy Considerations: The proposed action is consistent with the City's strategic goal to implement strategies to improve overall operational efficiency and customer service.

Sacramento City Code Chapter 3.60 identifies the general guidelines for completing contracts for public projects and procedures for bidding and issuing contracts over $100,000.

Environmental Considerations: The approval of this contract is not considered a project as defined by the California Environmental Quality Act (CEQA), Section 15378 guidelines and is otherwise exempt pursuant to sections 15061 (b)(3) (no significant effect on the environment) of the CEQA Guidelines.

Rationale for Recommendation: Overhead Door Company of Sacramento, Inc. has the ability to respond to emergencies and be on-site within one hour and have repairs completed within eight hours. They are available 24 hours per day, seven days a week.

The contractor can replace damaged parts from their on hand stock of proprietary parts, as 99% of the overhead doors throughout the City are manufactured by Overhead Door of Sacramento, Inc. Other companies would have to fabricate specialized parts that would be of lower quality and cost more than the proprietary parts offered by this contractor.

Financial Considerations: Sufficient funding is available within the Department of General Services FY2006/07 operating budget for services required during the remainder of FY2006/07. Additional purchases for the remaining services will be contingent upon budget approval and availability of funding for the additional four years (FY2007/08, FY2008/09, FY2009/10 and FY2010/11).

Emerging Small Business Development (ESBD): The selection of the contractor for this project followed City established guidelines for inclusion of ESBD firms. Overhead Door of Sacramento, Inc. has a small business enterprise/emerging business enterprise percentage total of 100%.

Respectfully Submitted by: _____
Cynthia Kranc
Facilities Manager

Approved by: _____
Reina Schwartz
Director of General Services

Recommendation Approved:

for Ray Kerridge
City Manager

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RESOLUTION NO.

Adopted by the Sacramento City Council

June 5, 2007

SUSPEND COMPETITIVE BIDDING AND APPROVE A SOLE SOURCE CONTRACT WITH OVERHEAD DOOR COMPANY OF SACRAMENTO, INC. FOR $90,000 PER FISCAL YEAR, BEGINNING IN FISCAL YEAR (FY) 2006/07 WITH FOUR ONE-YEAR RENEWAL PERIODS, TOTALING $450,000 TO PROVIDE ON CALL OVERHEAD DOOR MAINTENANCE, REPLACEMENT AND REPAIR SERVICES

BACKGROUND

A. General Services staff are required to maintain, repair or replace overhead roll up doors on a 24-hour a day emergency basis to ensure the life and safety mission of the Fire Department.

B. The City has over 500 overhead roll up doors throughout its facilities and on average General Services replaces or repairs three to four overhead roll up doors a month.

C. Overhead Door Company of Sacramento, Inc. has the ability to respond to emergencies and be on-site within one hour and have repairs completed within eight hours. They are available 24 hours per day, seven days a week.

D. Developing this on-call overhead roll up door contract will enable the department to respond in a timely manner and reduce the time needed to prepare, evaluate and award a contract every time an overhead door at a city facility is damaged, needs maintenance or replacement.

E. Issuing a sole source contract to Overhead Door of Sacramento, Inc., is in the best interest of the City because approximately 99% of the overhead doors throughout the City are manufactured by Overhead Door of Sacramento, Inc. which allows them to replace damaged parts from their on hand stock of proprietary parts.

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

Section 1. Competitive bidding is hereby suspended and the sole source contract with Overhead Door Company of Sacramento, Inc. is hereby accepted and approved in an amount not to exceed $90,000 per fiscal year, beginning in FY2006/07 with four one-year renewal periods, totaling $450,000.

Section 2. The City Manager or his designee is authorized to execute a sole source contract in the amount of $90,000 per fiscal year, for five years totaling $450,000 with Overhead Door Company of Sacramento, Inc. to maintain, replace and repair overhead doors.

Section 3. Department of General Services staff is authorized to utilize this contract for additional purchases for the remaining services contingent upon budget approval and availability of funding for the additional four years (FY2007/08, FY2008/09, FY2009/10 and FY2010/11).