



REPORT TO COUNCIL

City of Sacramento

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CONSENT
 October 9, 2007

Honorable Mayor and
 Members of the City Council

Title: On-Call Master Contractor Services List for Public Facilities – Amendment 3

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** amending the On-Call Master Contractor Services List for Public Facilities for fiscal year (FY) 2007/08 and authorizing the City Manager or the City Manager's designee to execute one-year contracts with three one-year renewal periods for: 1) irrigation services with: a) Dominguez Landscape Services in an amount not to exceed \$30,000 per fiscal year; and b) California Landscape Associates in an amount not to exceed \$30,000 per fiscal year; and 2) trenchless services with: a) Greenberg Clark/The Trenchless Co. in an amount not to exceed \$50,000 per fiscal year; and b) Express Plumbing in an amount not to exceed \$50,000 per fiscal year.

Contacts: Tony Alexander, General Supervisor, 808-6360; Cynthia Kranc, Facilities Manager, 808-2258

Presenters: Not applicable

Department: General Services

Division: Facilities and Real Property Management

Organization No: 3275

Description/Analysis:

Issue: The purpose of this report is to amend the On-Call Master Contractor Services List for Public Facilities approved by City Council on August 14, 2007 (Resolution 2007-589). Amending this on-call list to include the recommended contractors 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 additional services will be provided:

- Irrigation services
- Trenchless services

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

Committee/Commission Action: None

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 interests of the City to amend the existing 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.

On August 24, 2007, the Department of General Services issued Bid No. B083275001 for irrigation services. A total of five bids were received. Three bidders, Rams Construction and Landscaping, TruGreen Landcare, and Paul Velazquez Engineering, were deemed non-responsive and rejected. Dominguez Landscape Services, and California Landscape Associates were determined to be the lowest responsive and responsible bidders. Detailed bid results are provided in Attachment 2. Staff's initial cost estimate for the irrigation services was \$30,000.

Reasons for a non-responsive bid determination include one or more of the following:

- Failed to meet ESBE goal
- Failed to submit and/or execute all required documents
- Failed to acknowledge addendum
- Failed to submit a complete bid guarantee
- Failed Minimum Qualifications Questionnaire
- Failed to provide an active contractor's license

- Failed to attend mandatory pre-bid meeting
- Bidder added language that changed the terms of the bid

On August 24, 2007, the Department of General Services issued Bid No. B083275002 for trenchless services. A total of three bids were received. One bidder, Shasta General Engineering, withdrew its bid. Greenberg Clark/The Trenchless Co., and Express Plumbing were determined to be the lowest responsive and responsible bidders. Detailed bid results are provided in Attachment 2. Staff's initial cost estimate for the trenchless services was \$50,000.

In August 2007, the following services were solicited through separate Invitations for Bid: cabinet and counter tops, stucco, plumbing, pumping, and dry-wall services. All bids were rejected based on one or more of the reasons listed previously. Therefore, these services will be solicited again through Invitations for Bid in November 2007.

Financial Considerations: Each contract will be executed as soon as possible for FY2007/08 for the full amount recommended in this report. However, purchase orders encumbering funds under these contracts will not be opened until projects are identified. 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 per contractor shall not exceed: \$30,000 for irrigation services, \$50,000 for trenchless services, per contractor, per fiscal year.

Emerging Small Business Development (ESBD): The Bid required contractors to meet the City's 20% ESBD goal. All four firms recommended in this report achieved an ESBD percentage of 100%.

Respectfully Submitted by: 
 Cynthia Kranc
 Facilities Manager

Approved by: 
 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 May 29, 2007, City Council approved an On-Call Master Contractor Services List for Public Facilities for FY2007/08 (Resolution No. 2007-322) and authorized the City Manager or the City Manager's designee to execute contracts with three one-year renewal periods for heating, ventilation and air conditioning (HVAC) – small tonnage services, HVAC – large tonnage services; flooring services, and fire sprinkler services.
- On June 26, 2007, City Council approved Amendment 1 to the On-Call Contractor Services List for Public Facilities for FY2007/08 (Resolution No. 2007-459) authorizing the City Manager or the City Manager's designee to execute contracts with three one-year renewal periods for fire detection services; fencing services, and roofing services.
- On August 14, 2007, City Council approved Amendment 2 to the On-Call Contractor Services List for Public Facilities for FY2007/08 (Resolution No. 2007-589) authorizing the City Manager or the City Manager's designee to execute contracts with three one-year renewal periods for acoustical ceilings, electrical-general (-600 volts), and door hardware & lock services.
- The On-Call Master Contractor Services List reflecting contractors already approved through Amendment 2 is provided on the following page.

On-Call Master Contractor Services List for Public Facilities (Includes Amendments 1 and 2) Approved List for FY2007/08			
Type of Service	Company Name	Contract Amount	ESBE %
HVAC - Small Tonnage	Mielcasz & Associates	\$50,000	100%
	On Line Heating and Air	\$50,000	100%
HVAC – Large Tonnage	American Chiller Service, Inc.	\$95,000	100%
Floor Services	A&P Flooring	\$75,000	100%
	Dynamic Commercial Flooring	\$75,000	33%
	Waldo Bowers Floor Covering	\$75,000	84%
Fire Sprinkler Services	Marquee Fire Protection	\$35,000	100%
	Nor-Cal Fire Protection	\$35,000	100%
Fencing Services	Dynaram Construction	\$50,000	100%
Fire Detection Systems	Sentinel Fire	\$50,000	100%
Roofing Services	Hester Roofing	\$90,000	20%
	Madsen Roofing	\$90,000	100%
Acoustical Ceiling Services	B.R. Acoustical, Inc.	\$40,000	100%
	E.G. Acoustics, Inc.	\$40,000	100%
Electrical-General (-600 volts)	Elite Power	\$30,000	100%
	Leo Oricuoli Electric	\$30,000	100%
Door Hardware & Locks	Capitol Builders Hardware	\$30,000	100%
	Rex Lock & Safe	\$30,000	100%

- It is estimated that the use of an On-Call Master Contractor list will address 90% of the projects requiring these contractor services scheduled to be delivered by the Department of General Services.
- 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.

- 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.

Attachment 2**Bid Results for Bid No. B083275001**

Type of Service	Company Name	Contract Amount	ESBE %
Irrigation Services	Dominguez Landscape Services	\$47.50 per hr	100%
	California Landscape Associates	\$52.00 per hr	100%
	Rams Construction & Landscaping	\$50.00 per hr	100%
	TruGreen Landcare	\$65.00 per hr	0%
	Paul Velasquez Engineering	\$94.50 per hr	0%

Bid Results for Bid No. B083275002

Type of Service	Company Name	Contract Amount	ESBE %
Trenchless Services	Greenberg Clark/The Trenchless Co.	\$65.00 per ft	100%
	Express Plumbing	\$69.00 per ft	100%
	Shasta General Engineering (Withdrew bid)	\$42.00 per ft	100%

RESOLUTION NO. 2007-XXXX

Adopted by the Sacramento City Council

October 9, 2007

AMEND THE ON-CALL MASTER CONTRACTOR SERVICES LIST FOR PUBLIC FACILITIES FOR FISCAL YEAR 2007/08 FOR IRRIGATION SERVICES, AND TRENCHLESS PLUMBING SERVICES

BACKGROUND

- A. On December 2, 2003, the City Council approved the Smith Culp Consultant Study recommendations (Resolution No. 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 May 29, 2007, City Council approved an On-Call Master Contractor Services List for Public Facilities for FY2007/08 (Resolution No. 2007-322), and authorized the City Manager or the City Manager's designee to execute contracts with three one-year renewal periods for Heating, Ventilation and Air Conditioning (HVAC) – Small Tonnage services, HVAC – Large Tonnage services, Flooring services, and Fire Sprinkler services.
- C. On June 26, 2007, City Council approved Amendment 1 to the On-Call Contractor Services List for Public Facilities for FY2007/08 (Resolution No. 2007-459) authorizing the City Manager or the City Manager's designee to execute contracts with three one-year renewal periods for Fire Detection services, Fencing services, and Roofing services.
- D. On August 14, 2007, City Council approved Amendment 2 to the On-Call Contractor Services List for Public Facilities for FY2007/08 (Resolution No. 2007-589) authorizing the City Manager or the City Manager's designee to execute contracts with three one-year renewal periods for acoustical ceiling services, electrical services, and door hardware and lock services.
- E. The Department of General Services maintains the City's On-Call Master Contractor Services List. As additional needs for on-call services are identified and approved by the City Council, the On-Call Master Contractor Services List will be amended.
- F. 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.

- G. Purchase orders encumbering funds under these contracts will not be opened until projects are identified and the City's budget for the applicable fiscal year has been approved.

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

- Section 1. Dominguez Landscape Services, California Landscape Associates, Greenberg Clark/The Trenchless Co., and Express Plumbing are added, for the services listed below, to the On-Call Master Contractor Services List for Public Facilities as approved by the City Council and maintained by the Department of General Services.
- Section 2. The City Manager or the City Manager's designee is authorized to execute one-year contracts for FY2007/08 with three one-year renewal periods for FY2008/09, FY2009/10 and FY2010/11 with the entities identified in Section 1 and in the not-to-exceed amounts specified below provided there are sufficient funds available in the budget for the applicable fiscal years.
- Section 3. The City Manager or the City Manager's designee is authorized to execute a contract for irrigation services with Dominguez Landscape Services in an amount not to exceed \$30,000 for FY2007/08.
- Section 4. The City Manager or the City Manager's designee is authorized to execute a contract for irrigation services with California Landscape Associates in an amount not to exceed \$30,000 for FY2007/08.
- Section 5. The City Manager or the City Manager's designee is authorized to execute a contract for trenchless services with Greenberg Clark/The Trenchless Co. in an amount not to exceed \$50,000 for FY2007/08.
- Section 6. The City Manager or the City Manager's designee is authorized to execute a contract for trenchless services with Express Plumbing in an amount not to exceed \$50,000 for FY2007/08.