



City Council Report

Date: February 11, 2019
To: City Council
Through: Michael Kennington, Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Dollar Limit Increase and Three-Month Renewal to the Term Contract for Overhead Door Maintenance and Repair Services for the Parks, Recreation and Community Facilities Maintenance Department **(Citywide)**

Recommendation

Council is requested to approve the contract amendment and renewal as recommended.

The Parks, Recreation and Community Facilities Department and Purchasing recommend: (a) increasing the dollar-limit by \$50,000, from \$125,000 to \$175,000, for Year-3 of the term contract; and (b) authorizing a three-month renewal with Material Handling Services, dba Miner Southwest, for an additional \$50,000, based on estimated usage. The total amount requested for this contract is \$100,000.

Background / Discussion

This contract provides annual and bi-annual overhead door preventative maintenance service at citywide facilities. Preventative maintenance includes the inspection and maintenance of rollers, belts, chains, springs, bearings, guides, hinges, shaft assembly, cables, drums, bushings, operators, and other applicable hardware that are on overhead doors. The vendor develops a schedule to inspect each door at all City sites with the exception of the fire stations, which will require bi-annual inspections.

There has been additional and unanticipated preventative maintenance and repairs in Year 3 (4/1/2018 to 3/31/2019). PRCF requested and admin approved the increase of \$25,000 on 8/2/2018. This increase for \$50,000 is needed to complete the remaining preventative maintenance and repairs for Year 3 through 3/31/2019.

This contract was originally awarded to Vortex Industries, Inc. (Primary), and Material Handling Services dba Miner Southwest (Secondary). Miner Southwest agreed to renew the contract maintaining the current pricing and the City has been satisfied with their performance. Vortex Industries did not agree to renew under the same pricing.

PRCF is in the process of revising the specification and scope for a new solicitation. The Department is requesting a three-month renewal only with Miner Southwest to complete the re-bid and contract award.

Purchase Information

Action: Amendment and Renewal (Three months)

Procurement Type: Request for Proposals

Contract Number: 2016072

Possible Renewals: Two, one-year renewal options subject to Council approval

Funding Source: Parks, Recreation and Community Facilities Maintenance Department –
Facilities Maintenance operating budget

Dollar Limit History

Term Contract for Year 3 (Council Award 2/22/2016):	\$100,000.00
Admin approved Increase 8/2/2018:	\$25,000.00
Contract Dollar-Limit Increase Request 2/11/2019:	\$50,000.00
Term Contract for Year 3 (4/1/2018 to 3/31/2019):	\$175,000.00