



City Council Report

Date: June 15, 2020
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contract for Fire Protection Equipment Maintenance and Repair Services for the Parks, Recreation and Community Facilities Department (**Citywide**)

Recommendation

Council is requested to approve the contract amendment as recommended.

The Parks, Recreation and Community Facilities (PRCF) Department recommend increasing the dollar limit with Metro Fire Equipment, Inc., by \$125,000 for Years 2 and 3, from \$276,700 to \$401,700 annually, based on estimated usage.

Background / Discussion

This contract provides fire protection, detection and suppression equipment maintenance and repair for 98 City facilities. The Contractor maintains and repairs the City's fire protection equipment to minimize potential safety risk to employees and citizens.

PRCF requests a dollar limit increase of \$125,000 annually, for Years 2 and 3. The increase is needed for adding new/additional equipment to various sites (approximately \$4,030) and Fire protection inspection schedule changes. PRCF has been working with Fire and Medical to streamline fire inspections at our City facilities; previously the City was required to have annual inspections and associated repairs completed from October to December. Completing all City facilities in a three-month period was difficult for our vendor and staff. It was decided that quarterly inspections would start January 2020 so smaller blocks of buildings could be completed and repaired throughout the year. For Year 2 (10/1/2019 to 9/30/2020), Facilities Maintenance will have costs for annual inspection and associated repairs that were completed October to December 2019 (\$98,000) and inspections/repairs for quarters 1, 2 and 3 (approximately \$88,000). PRCF estimates the additional capacity of \$125,000 annually will be adequate for the for required maintenance/repairs, and inspections/repairs.

Purchase Information

Action: Amendment (Dollar Limit Increase for Years 2 and 3)
Procurement Type: Request for Proposals
Contract Number: 2018225

Initial Contract Term: Three years

Possible Renewals: Up to a maximum of two years, renewals subject to Administrative review and approval

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

Dollar Limit History

Original Council Award 9/10/2018 (Years 1, 2 and 3):	\$251,700.00
Administrative approved increase 5/18/2020 (Year 2):	\$25,000.00
Increase Request 6/15/2020 (Years 2 and 3):	<u>\$125,000.00</u>
New Contract Value (Years 2 and 3 – thru 9/30/2021):	<u>\$401,700.00</u>