



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY				
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory				
Council Meeting Date:		09/28/15		
Department:		Engineering		
Department Head		Jack Carr		
Agenda Coordinator (include phone #): Michael Parrish x7554				
CAPTION				
Bid No. 2015-310-B for Renovation for the Archive Record Room at the Municipal Warehouse to Criterion Contractors, Inc., in the amount of \$131,382, and authorizing the City Manager to execute all necessary documents.				
FINANCIAL SUMMARY				
<input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input checked="" type="checkbox"/> CIP				
FISCAL YEAR: 2015-16	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	147,000	0	147,000
Encumbered/Expended Amount	0	-1,432	0	-1,432
This Item	0	0	-131,382	-131,382
BALANCE	0	145,568	-131,382	14,186
FUND(S): CAPITAL RESERVE FUND				
<p>COMMENTS: Funding for this item is available in the 2014-15 Capital Reserve CIP and will be carried forward into the 2015-16 fiscal year. The renovation at the Municipal Warehouse to create an archive room, in the amount of \$131,382, will leave an available balance of \$14,186 available for this or other future Capital Reserve projects.</p> <p>STRATEGIC PLAN GOAL: Renovating existing space to store city records in a climate controlled environment relates to the City's goal of a Financially Strong City with Service Excellence.</p>				
SUMMARY OF ITEM				
Per Recommendation Memo.				
List of Supporting Documents: Recommendation Memo, Bid Recap			Other Departments, Boards, Commissions or Agencies	



Memorandum

Date: September 10, 2015
To: Michael Parrish, Sr. Buyer
From: Richard Medlen, Facilities Maintenance Superintendent
Subject: Municipal Warehouse – Renovation for Archive Record Room – Bid #2015-310-B

I have reviewed the bids to add an Archive Record Room at the Municipal Warehouse. I recommend award to the lowest, responsible, responsive, bid from Criterion Contractors, Inc., for the Base Bid amount of \$129,982; plus award of Alternate Bid No. 1, of \$1,400. With a total bid of \$131,382. A bid, from Festac Building Constructors, Inc., for \$118,452, was deemed non-responsive for not including the required price for Alternate Bid No. 1. An additional bid was received from RKM General Contractors, LLC, for \$141,900.

The addition of the Archive Record Room at the Municipal Warehouse is required to permanently temperature/humidity control the contents in the room for Records Management. The contents were moved to a temporary room at the Municipal Warehouse from its original location at Municipal Center South. Since the City is no longer occupying Municipal Center South, a permanent location is required.

The funding for the room is in Capital Reserve Account #54418.

Please contact me if you have any questions.

/liw

cc: Jim Razinha
Paul Kunze
Sandra Bloomer
Matt Yager
Billie Clayton
Earl Whitaker

CITY OF PLANO

BID NO. 2015-310-B RENOVATION FOR ARCHIVE RECORD ROOM AT MUNICIPAL WAREHOUSE BID RECAP

Bid Opening Date/Time: August 21, 2015 @ 2:00 PM

Number of Vendors Notified: 7088

Vendors Submitting "No Bids": 0

Number of Non-Responsive Bids: 1

Number of Responsive Bids Submitted: 2

<u>Vendor Name</u>	<u>Total Base Bid</u>	<u>Alternate Bid No. 1</u>
Criterion Contractors, Inc.	\$129,982	\$1,400
RKM General Contractors, LLC	\$141,900	\$5,000

Recommended Vendor:
Criterion Contractors, Inc. \$129,982 \$1,400

Michael Parrish

August 31, 2015

Michael Parrish, Senior Buyer

Date