



AGENDA MEMORANDUM

Action Item for the City Council Meeting March 17, 2020

DATE: March 17, 2020

TO: Peter Zaroni, City Manager

FROM: Jim Davis, Director of Asset Management
JimD@cctexas.com
(361) 826-1909

Kim Baker, Director of Contracts and Procurement
KimB2@cctexas.com
(361) 826-3169

<p>Service Agreement for Generator Preventative Maintenance, Repairs and Rentals for Asset Management</p>
--

CAPTION:

Motion authorizing a three-year service agreement with Loftin Equipment Company, Inc., of Phoenix, Arizona with an amount not to exceed \$470,760.00, to perform generator preventative maintenance on an annual basis, repairs and generator rentals on an as needed basis for Asset Management, effective upon issuance of notice to proceed, with FY 2020 funding in the amount of \$78,460.00 available through the Facility and Property Management Fund.

SUMMARY:

This motion authorizes a three-year service agreement with Loftin Equipment Company, Inc., to perform generator preventative maintenance on an annual basis, repairs and generator rentals on an as needed basis. The headquarters office for Loftin Equipment's is in Phoenix, Arizona, with operating offices to several Texas cities such as San Antonio. A service technician from the San Antonio office is assigned and located in Corpus Christi, Texas. These services will be performed on 17 generators located within 13 City facilities that are maintained by Asset Management. These services are necessary to maintain the equipment needed and ensure code compliant status. The services will be provided on an as needed basis.

BACKGROUND AND FINDINGS:

The Contractor shall furnish labor, parts, materials, tools and equipment necessary to perform the services on the generators. The work performed must be accomplished in a manner that meets all applicable specifications, trade standards and provisions, and federal, state, local codes and regulations. Contractor is responsible for removing existing material and disposing all waste materials. These services will be performed on an as needed basis under individual job orders that will be based on unit prices.

Contracts and Procurement conducted a competitive RFB process to obtain bids for a new contract. The City received two responsive, responsible bids, and is recommending the award to Loftin Equipment Company, Inc.

ALTERNATIVES:

The alternative is to perform the work in-house. However, Asset Management would have to increase their staff in various trades in order to keep up with the high demand in a timely manner.

FISCAL IMPACT:

The fiscal impact for Asset Management in FY 2020 for this service agreement is an amount does not exceed \$78,460.00. The remaining cost of \$392,300.00 will be budgeted in future years during the annual budget process.

Funding Detail:

Fund:	5115	Facility and Property Management
Organization/Activity:	40300	Facility Management and Maintenance
Mission Element:	191	Operate City Buildings and Facilities
Project # (CIP Only):	N/A	
Account:	530210	Building Maintenance & Service

RECOMMENDATION:

Staff recommends approval of this motion authorizing a three-year service agreement with Loftin Equipment Company, Inc. for generator preventative maintenance, repair and rental services as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement