



## AGENDA MEMORANDUM

Action Item for the City Council Meeting April 20, 2021

**DATE:** April 20, 2021  
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### Overhead Door Repair & Maintenance for Corpus Christi Fire Department

#### **CAPTION:**

Motion authorizing a three-year service agreement with Hub City Overhead Door Company, Inc., of Corpus Christi, Texas, for a total amount not to exceed \$255,600.00 for overhead door repair and maintenance for the Corpus Christi Fire Department (CCFD), effective upon issuance of a notice to proceed, with FY 2021 funding in an amount of \$46,008.00 available through the General Fund.

#### **SUMMARY:**

This motion authorizes the purchase of overhead door repair services for the City of Corpus Christi Fire Department for the repair of the overhead doors at each of the City's 18 Fire Stations. A properly functioning overhead door is crucial in the Fire Department's ability to respond to emergency calls in a timely manner. Additionally, they are important in the protection of all fire stations throughout the City.

#### **BACKGROUND AND FINDINGS:**

The City of Corpus Christi Fire Department (CCFD) has a total of 18 Fire Stations located throughout the City. The Stations provide emergency medical services and fire protection to the citizens of Corpus Christi. These Stations are occupied 24 hours a day, 7 days a week, for 365 days a year. It is extremely important to secure all fire stations during extended emergency operations as well as to have properly functioning overhead doors in order to respond to emergency calls in a timely manner.

The fire stations have expensive fire, rescue, and EMS equipment. The stations also stock medical supplies, lawn equipment, and many items ordinarily found in a normal household. The fire stations must be secured to prevent theft or unauthorized entry in order to protect property.

Across the City's 18 fire stations, there are approximately 74 overhead doors. As an example, Station #1 has a total of nine overhead doors. Overhead door components such as cables, springs, rollers, hinges, and motors undergo tremendous stresses. Overhead door parts break often due to such frequent use.

When an overhead door malfunctions, or fails completely, it has to be raised or lowered manually. Proper operation is necessary to allow for the immediate deployment of Fire or EMS emergency vehicles.

A contract, with an overhead door repair company, ensures that prompt repair services can be provided when issues arise. Without a contract, repairs to these crucial systems could be delayed, compromising the Fire Department's ability to respond to emergencies in a timely manner. It is for these reasons, that a contract with a reliable, local repair company is required.

The current contract also is with Hub City Overhead Doors Company, Inc. and is for a one-year term with an option to extend two additional years. The lifetime value of this contract is not to exceed \$168,975.00. The two optional years were agreed to by both the City and the vendor, and after the full three years the contract expired on March 31, 2021; however, a three-month extension to the agreement was executed to allow time for negotiations for the new, proposed three-year agreement with Hub City Overhead Door Company, Inc. for services to repair overhead doors for the City of Corpus Christi Fire Department.

**PROCUREMENT DETAIL:**

Contracts and Procurement conducted a competitive Request for Bids process to obtain bids. The City received two bids. Staff is recommending award to Hub City Overhead Door Company, Inc. as the responsive, responsible bidder. True Source, LLC. was eliminated as the lowest bidder based on additional trip fees and holiday charges.

**ALTERNATIVES:**

The alternative would be to not award the contract, making fire stations vulnerable to theft and slower response while City staff work to fix repairs.

**FISCAL IMPACT:**

The purchase of overhead door repair services is a three-year service agreement with Hub City Overhead Door Company, Inc. of Corpus Christi, TX. The total cost of the three-year agreement totals \$255,600. The fiscal impact for CCFD in FY 2021 for this service agreement is \$46,008. The remaining cost of \$209,592 will be budgeted through the annual budget process.

**FUNDING DETAIL:**

Fund:	1020 General Fund
Organization/Activity:	12010 Fire Stations
Mission Element:	093 Emergency Response Calls
Project # (CIP Only):	N/A
Account:	530210 Building Maintenance & Service
Cost:	\$46,008.00

**RECOMMENDATION:**

Staff recommends approval of this motion authorizing the purchase of a three-year service agreement with Hub City Overhead Door Company, Inc. for services to repair overhead doors for the City of Corpus Christi Fire Department.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement