



AGENDA MEMORANDUM

Action Item for the City Council Meeting September 06, 2019

DATE: September 06, 2019

TO: Peter Zaroni, City Manager

FROM: Robert Rocha, Fire Chief
Rrocha@cctexas.com
(361) 826-3932

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

Service Agreement for Building Maintenance Services for CCFD

CAPTION:

Motion authorizing a two-year service agreement with three one-year renewal options with DarPro Commercial Construction, LLC for building maintenance services for the Fire Department in the amount not to exceed \$45,000.00 annually effective upon issuance of a notice to proceed with first-year funding available in the FY 2019 General Fund.

SUMMARY:

This motion authorizes a two-year service agreement with DarPro Commercial Construction, LLC to provide building maintenance services for Fire Department facilities for an amount not to exceed \$90,000.00. These services will be provided on an as needed basis. This is the first long-term contract for the Fire department for building maintenance services.

BACKGROUND AND FINDINGS:

The Contractor shall furnish labor, parts, materials, tools and equipment necessary to perform services such as minor fence repair, minor concrete work, or other similar needs for all fire stations, warehouse, and administration building. 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 order that will be based on unit prices.

Contracts and Procurement conducted a competitive Request for Bid process to obtain bids for a new contract. The City received four responsive, responsible bids, and is recommending the award to DarPro Commercial Construction, LLC. This is the first long-term contract for the Fire department for building maintenance services. Previously, this type of work was conducted project by project using bid process per project which rendered a more extensive purchasing process.

ALTERNATIVES:

An alternative to accepting the low bid would be to reject all bids and not re-bid, rather obtain quotes on an as needed basis. This process may cause the facilities to be without necessary building maintenance services for a longer period than necessary, since issuance of individual agreements and purchase orders will be required. In addition, a long-term service agreement will allow the opportunity for savings by means of economy of scale.

FISCAL IMPACT:

The fiscal impact for the Fire Department is an amount not to exceed \$90,000.00 for the initial two-year term, with options to extend for up to three additional one-year renewal options for an amount not to exceed \$225,000.00 over the five-year term. First year funding is available in the City's General Fund fire Department Budget.

Funding Detail:

| | | |
|------------------------|--------|--------------------------------|
| Fund: | 1020 | General |
| Organization/Activity: | 12010 | Fire Stations |
| Mission Element: | 093 | Respond to Emergency Calls |
| Project # (CIP Only): | N/A | |
| Account: | 530210 | Building Maintenance & Service |

RECOMMENDATION:

Staff recommends approval of this resolution authorizing a two-year service agreement with DarPro Commercial Construction, LLC for building maintenance services as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement