



AGENDA MEMORANDUM

Action Item for the City Council Meeting January 12, 2021

DATE: January 12, 2021

TO: Peter Zaroni, City Manager

FROM: Jim Davis, Director of Asset Management
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Overhead Door Maintenance and Repairs for Asset Management

CAPTION:

Motion authorizing a three-year service agreement with Hub City Overhead Door Co., Inc. in an amount not to exceed \$200,000.00 to perform on-call overhead door maintenance and repair services to City owned facilities for the Asset Management Department, effective upon issuance of a notice to proceed, with FY 2021 funding in an amount not to exceed \$47,000.00 available in the Facility and Property Management Fund.

SUMMARY:

This motion authorizes a service agreement with Hub City Overhead Door Co., Inc. for overhead door maintenance and repair services. These services are necessary to maintain operable doors at City owned facilities under the direction of the Asset Management Department.

BACKGROUND AND FINDINGS:

The Asset Management Department is responsible for overhead door maintenance and repairs at City owned facilities. It is important that all overhead doors are always kept in good operational condition to promote seamless service to employees and customers. These services will be performed on an as needed basis under individual job orders that will be based on unit prices for 41 City facilities including City Hall, the Health Department, the Police Department, Municipal Court, Water Department, Wastewater Treatment Plants, Gas Department, Solid Waste Building, senior centers, recreation centers, public libraries, the City's tennis centers and swimming pool complex.

The Contracts and Procurement Department conducted a competitive Request for Bid (RFB) process to obtain bids for a contract. The City received one responsive, responsible bid from the incumbent contractor. This type of service is very specialized and there are limited contractors that can perform these services. Staff reached out to the few contractors that currently perform this type of service; however, only one contractor responded to the RFB. The price is \$13 higher on the labor rate than the current rate or an increase of 9.6% from the previous agreement. A fair market hourly rate comparison was conducted, and the bid is in line with other overhead company rates in the Corpus Christi area. Staff recommends award to the lowest responsive, responsible bidder, Hub City Overhead Door Co., Inc.

ALTERNATIVES:

The alternative to accepting this bid would be to do request for quotes for an overhead door repair company; however, this is a specialized service and contractors are very limited. With a service agreement in place, the Asset Management Department eliminates the wait time to repair overhead doors.

FISCAL IMPACT:

The fiscal impact for the Asset Management Department in FY 2021 is an amount not to exceed \$47,000.00 for Overhead Door maintenance and repairs on an as-needed basis. The City is only charged when services are rendered. The remaining cost will be funded in future years through the annual budget process.

FUNDING DETAIL:

Fund:	5115	Fclty & Prop Mg
Organization/Activity:	40300	Facilities Maintenance
Mission Element:	191	Operate City Buildings & 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 Hub City Overhead Door Co., Inc. as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement