



AGENDA MEMORANDUM

Action Item for the City Council Meeting October 15, 2019

DATE: October 15, 2019

TO: Peter Zanoni, 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

Service Agreement for Door Repair Services for Asset Management

CAPTION:

Motion authorizing a two-year service agreement with STBP, Inc. for door repair services for City owned facilities, for an amount not to exceed \$150,000.00, with three additional one-year option years for a potential total amount not to exceed \$375,000.00, effective upon issuance of a notice to proceed, with the first-year funded through the Facility and Property Management Fund.

SUMMARY:

This motion authorizes a contract with STBP, Inc. to provide door repair services for City owned facilities. These services will include routine and emergency door repair, maintenance, replacement and installation services to city owned locations. The work performed will be on all types such as, but not limited to wood, hollow, metal and glass, to include related hardware and devices.

BACKGROUND AND FINDINGS:

The Contractor will furnish labor, materials, and equipment necessary to perform services to City owned facilities located throughout the City. These services will be performed on an as needed basis under individual job orders that will be based on unit prices.

The Contracts and Procurement Department conducted a competitive Request for Bid (RFB) process to obtain bids for a new job order service agreement. In this RFB process,

the quantities used were an estimated amount to be able to determine the lowest bidder. Since this is a job order type service agreement the value of the contract has been determined based on the department's budget and past usage for this type of service. The City received two responsive, responsible bids for these services. Staff is recommending the award to the lowest, responsive, responsible bidder STBP, Inc.

ALTERNATIVES:

The alternative is to perform the work in house. However, the department does not have the resources to perform the work in a timely and efficient manner. In addition, some door repairs are on an emergency basis due to malfunction or vandalism. These situations require immediate repair for public safety and/or security of facilities.

FISCAL IMPACT:

The fiscal impact for the various departments the first-year, of the two-year service agreement, is an amount up to \$150,000.00. This is an on-call service agreement; therefore, the department will allocate the required funds as needed. However, the remaining cost will be budgeted in future years through 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 & Facilities
Project # (CIP Only):	N/A	
Account:	530215	Maintenance & Repairs-Contracted

RECOMMENDATION:

Staff recommends approval of this motion authorizing a two-year service agreement for door repair services for City owned facilities with STBP, Inc. as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement