



AGENDA MEMORANDUM

Action Item for the City Council Meeting May 25, 2021

DATE: May 25, 2021
TO: Peter Zanoni, City Manager
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**Door Repair, Maintenance, Replacement, and Installation
Services for Asset Management**

CAPTION:

Motion authorizing a three-year service agreement with STBP, Inc. dba South Texas Building Partners of Corpus Christi, Texas for an amount not to exceed \$462,200.00 for door repair, maintenance, replacement, and installation services for Asset Management effective upon issuance of a notice to proceed, with FY 2021 funding in the amount of \$51,355.00 available through the Facility Maintenance Fund.

SUMMARY:

This motion authorizes a three-year service agreement for door repair services for City facilities. This contract will be used on an as needed basis by the Asset Management Department to meet the various department needs in a timely manner and to keep City Facilities presentable.

BACKGROUND AND FINDINGS:

Asset Management is responsible for repairs and maintenance of 485 city buildings. This contract will allow all the respective departments to contact Asset Management for door repair or replacements services. The Contractor shall provide routine and emergency door repair, maintenance, replacement, and installation services to City owned locations listed in the Scope of Work. The Contractor shall provide services on an as needed basis. The motion authorizes a three-year service agreement for door repair services for City Facilities.

PROCUREMENT DETAIL:

The Contracts and Procurement Department conducted a competitive Request for Bid (RFB) process to obtain bids for a new long-term contract. The City received two responsive, responsible bids for these services. Staff is recommending the award to the lowest, responsive, responsible bidder STBP, Inc. dba South Texas Building Partners. STBP is the incumbent from a contract executed in 2019 and has left hourly pricing unchanged due to the increased total hours for the 3-year agreement. Contract value has increased 304% but projected hourly total has increased 543%. The Contractor has reduced materials markup by 3%. The contractor will provide services on an as needed basis.

ALTERNATIVES:

The alternative would be for Facility Maintenance to hire additional staff to do the work orders in-house. Currently, Facility Maintenance does not have the appropriate staff levels to keep up with door repairs and replacements.

FISCAL IMPACT:

The FY 2021 fiscal impact to the Facility Maintenance Fund is an amount not to exceed \$51,355, with the remaining balance totaling \$410,845 contingent upon City Council's approval of future fiscal years' annual operating budgets. Funding will be available as projects are identified.

FUNDING DETAIL:

Fund:	5115	Facility Maintenance Fund
Organization/Activity:	40300	Facility Maintenance
Mission Element:	191	Operate City Buildings & Facilities
Project # (CIP Only):	N/A	
Account:	530215	Maint. & Repairs contracted

RECOMMENDATION:

Staff recommends approval of this motion authorizing a three-year service agreement with STBP, Inc. dba South Texas Building Partners of Corpus Christi, Texas as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement