



Legislation Text

File #: 20-0192, Version: 1

MOTION TO AWARD IFB # PSUT-19-05 "HOLLY LAKE BOOSTER STATION AND WASTEWATER TREATMENT PLANT FUEL TANK REMOVAL AND GENERATOR REPIPE" TO THE MOST RESPONSIVE/RESPONSIBLE BIDDER, ATC GROUP SERVICES, IN THE AMOUNT NOT TO EXCEED \$259,234.12 WHICH INCLUDES A 4.18% OWNER'S CONTINGENCY IN THE AMOUNT OF \$10,110.08 AND A 3% PERMIT ALLOWANCE IN THE AMOUNT OF \$7,256.04.

PROCUREMENT PROCESS TAKEN:

- Chapter 35 of the City's Code of Ordinances is titled "PROCUREMENT PROCEDURES, PUBLIC FUNDS."

- Section 35.15 defines an Invitation for Bid as "A written solicitation for competitive sealed bids with the title, date and hour of the public bid opening designated therein and specifically defining the commodities or services for which bids are sought. The invitation for bid shall be used when the city is capable of specifically defining the scope of work for which a service is required or when the city is capable of establishing 15 precise specifications defining the actual commodities required. The invitation for bid shall include instructions to bidders, plans, drawings and specifications, if any, bid form and other required forms and documents to be submitted with the bid."

- 35.18(A) states, "A purchase of or contracts for commodities or services that is estimated by the Chief Procurement Officer to cost more than \$25,000 shall be based on sealed competitive solicitations as determined by the Chief Procurement Officer, except as specifically provided herein."

- Section 35.19(A) states "All sealed competitive solicitations as defined in § 35.18 shall be presented to the City Commission for their consideration prior to advertisement."

- Section 35.21(A)(1) states, "An initial purchase of, or contract for, commodities or services, in excess of \$25,000, shall require the approval of the City Commission, regardless of whether the competitive bidding or competitive proposal procedures were followed."

SUMMARY EXPLANATION AND BACKGROUND:

1. On November 13, 2019, the City Commission authorized the advertisement of IFB #PSUT-19-05 "Holly Lake Booster Station and Wastewater Treatment Plant Fuel Tank Removal and Generator Re-Pipe," which was advertised on November 19, 2019.

2. The purpose of this solicitation was to remove the 8,000 gallon, below ground, diesel tank and day tank at Holly Lake Booster Station and to install a new above ground tank and day tank and re-pipe. At the Wastewater Treatment Plant, remove and replace the 8,000 gallon above ground diesel tank and day tank and re-pipe.

3. On December 31, 2019, the City opened three (3) proposals from the following vendors:

Vendor Name	Total Cost
ATC Group Services	\$241,868.00
RC Development Group	\$275,935.87
Lutz Petroleum Equipment	\$298,787.50

4. The Utilities Division and the Procurement Department have reviewed the proposals and have deemed ATC Group Services to be the most responsive/responsible bidder.

5. In addition, ATC Group Services has also completed the Equal Benefits Certification Form and has stated that the "Contractor will comply with the conditions at the time of the award."

6. The Utilities Division would like to add a 4.18% owner's contingency to the project to cover any additional services needed along with a 3% permit allowance which will increase the total cost from \$241,868 to \$259,234.12.

7. Motion to award IFB #PSUT-19-05 "Holly Lake Booster Station and Wastewater Treatment Plant Fuel Tank Removal and Generator Repipe" to the most responsive/responsible bidder, ATC Group Services, in the amount not to exceed \$259,234.12 which includes a 4.18% owner's contingency in the amount of \$10,110.08 and a 3% permit allowance in the amount of \$7,256.04.

FINANCIAL IMPACT DETAIL:

- a) **Initial Cost:** \$259,234.12
- b) **Amount budgeted for this item in Account No:** \$152,000 in Account No. 471-533-6031-64072 (Storage Tank) & \$108,000 in Account No. 471-535-6022-64072 (Storage Tank)
- c) **Source of funding for difference, if not fully budgeted:** Not Applicable
- d) **5 year projection of the operational cost of the project** Not Applicable.
- e) **Detail of additional staff requirements:** Not Applicable.

