

City Council – Action Request Form

Date: January 17, 2024

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Aaron King, Assistant City Manager
William Royston, Recreation & Parks Director
Darren Redfield, Purchasing Director

Council Action Requested:

Resolution Awarding Contract for On-Call Electrical Services

Strategic Focus Area: Service Excellence

Strategic Objective: Ensure Service Delivery Efficiency and Effectiveness

Strategic Plan Action Item: No

Key Work Item: No



Summary of Information:

The Recreation & Parks Department has budgeted for a contractor to perform emergency and non-emergency electrical work as needed for its many facilities and assets.

City/County Purchasing advertised a request for proposals for on-call electrical services for all city park locations and one proposal was received on November 21, 2023, from Reynolda Electric Company, Inc. (Rural Hall, NC).

Terms of the bid document specified detailed evaluation criteria of M/WBE commitment, price value, qualifications and experience, and manpower commitment. An evaluation panel of five staff members from Recreation & Parks, Engineering, and Business Inclusion and Advancement reviewed the proposal received. See Exhibit A for the detailed scores.

Based upon the evaluation panel’s assessment, it is recommended that a contract for on-call electrical services, per the prices offered in the RFP be awarded to Reynolda Electric Company, Inc. in the estimated annual amount of \$50,000.

Terms of the bid reserve the right for the City to extend this contract for as many as two additional 12-month periods, through December 31, 2026, if both parties agree and funds are made available for that purpose, for a potential total estimated contract value of \$150,000.

Funds are available in the FY2023-2024 budget to cover the costs of these services. Funds to cover the cost of contract extensions are subject to future budget appropriations.

Committee Action:

Committee	<u>FC – 01/17/2024</u>	Action	<u>Approval</u>
------------------	------------------------	---------------	-----------------

For	<u>Unanimous</u>	Against	<u></u>
------------	------------------	----------------	---------

Remarks:

M/WBE comment: Bid notices were sent directly to 34 companies, including twelve M/WBE businesses and thirteen local companies. See Exhibit B for a complete list of businesses notified and workforce demographics. This vendor is the incumbent.