

City Council – Action Request Form

Date: February 10, 2020

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

From: Tasha Logan Ford, Assistant City Manager
William Royston, Recreation & Parks Director
Jerry Bates, Purchasing Director

Council Action Requested:

Resolution Awarding Contract for On-Call Electrical Repairs

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 City of Winston-Salem has the need for a licensed electrician to provide emergency and non-emergency on-call electrical repairs as needed at its many recreation facilities, such as community centers, pools, ball fields, tennis courts, and picnic shelters. The scope of work includes: repairs to security lighting, changing of lamps and ballasts, rewiring of pumps and pool equipment, installation of conduit for wiring, troubleshooting, and other electrical work as needed. The contractor will be paid based on the hourly rates given in its proposal.

On January 15, 2020, proposals were received from the following companies:

	<u>City/State</u>
Reynolda Electric Co., Inc.	Rural Hall, NC
Brad's Electrical Construction Co., LLC	Winston-Salem, NC

Terms of the bid document specified detailed criteria upon which each proposal received would be rated and an evaluation panel of city staff reviewed the proposals received to score them from highest to lowest based on the requirements of the RFP, which are price value, experience, manpower commitment, business location, and commitment to the City's Minority/Women Business Enterprise (M/WBE) goals.

See Exhibit B for the evaluation criteria and detailed scoring of proposals.

Committee Action:

Committee	<u>Finance 2/10/2020</u>	Action	<u>Approval</u>
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For	<u>Unanimous</u>	Against	<u></u>
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Remarks:

The contract period is from date of award through December 31, 2020. Terms of the bid allow the City the right to extend the contract for as many as two additional annual periods (until December 31, 2022), if both parties agree and funds are made available for that purpose. Unit prices may be adjusted at the beginning of each additional annual period by an amount not to exceed the latest available Consumer Price Index for All Urban Consumers on the U.S. Department of Labor Bureau of Labor Statistics website at the time the extension is pursued.

It is recommended that the contract for on-call electrical repairs be awarded to Reynolda Electric, Inc., in the annual blanket order amount of \$50,000 with the option to extend the contract for as many as two additional annual periods, making the total possible award amount over three years in the estimated amount of \$150,000. Annual renewals will be based upon funding availability.

M/WBE comment: Notices were sent to 32 potential bidders from the City's vendor list, of which 10 are minority or woman-owned businesses.

See Exhibit A for a complete list of businesses notified and for workforce demographics.