TO:         James L. App, City Manager

FROM:       Doug Monn, Public Works Director

SUBJECT:    Maintenance of Automatic Roll-Up Doors Bid Award

DATE:       May 7, 2013
_____

NEEDS:      For the City Council to consider rejecting a bid for the maintenance of the automatic roll-up doors at the Public Safety Center.

FACTS:      1.  The City currently has several automatic roll-up doors located in the Public Safety Center.  The doors are critical to the activities of the fire and police departments.

            2.  In an attempt to secure maintenance and repair services at the most economical price, bids were solicited for maintenance and repair of the aforementioned doors.

            3.  Bids was received and opened on April 11, 2013. One responsive bid was received for $23,900 per year.

            4.  The single responsive bid was well in excess of the City's historical yearly cost based on its previous service contract.  For example the current fiscal year-to-date expenditure is $1,240.

ANALYSIS &
CONCLUSION: Roll up door maintenance has historically been done in an informal fashion since the funds spent are well below the bidding threshold.  In an attempt to stimulate competition bids were solicited.  Unfortunately the one responsive bid far exceeds the amount typically spent in the past.  Therefore it seems prudent to reject that one bid and continue the practice of retaining maintenance and repair help on an as needed basis using a negotiated rate under a service contract.

POLICY
REFERENCE:  Purchasing and Payment Procedures Manual. Approved FY13 City of Paso Robles Maintenance and Operations budget.

FISCAL
IMPACT:     Roll-up door maintenance is a General Fund expense and has historically been paid for out of general maintenance and operations funds.

OPTIONS:    a.  Reject the Maintenance of Roll-up doors bid submitted by B&B Garage Doors and continue the practice of retaining maintenance and repair help on an as needed basis using a negotiated rate under a service contract.

            b.  Amend, modify, or reject the above option.


Prepared by Dennis Fansler