



Sacramento Public Library Authority

May 27, 2010

Agenda Item 12.0: Service Contracts:
On Call Maintenance Services

TO: Sacramento Public Library Authority Board Members

FROM: Don Tucker, Director of Facilities

RE: Service Contracts: On Call Maintenance Services

RECOMMENDED ACTIONS:

- 1. Approve** a service contract with Riverview Construction for on call maintenance services from July 1, 2010, through June 30, 2013, in an amount not to exceed \$300,000.
- 2. Approve** a service contract with S&K Construction for on call maintenance services from July 1, 2010, through June 30, 2013, in an amount not to exceed \$300,000.
- 3. Approve** a service contract with Medina and Son Electric Co., Inc. for on call maintenance services from July 1, 2010, through June 30, 2013, in an amount not to exceed \$300,000.
- 4. Authorize** the Library Director to sign all documents related to these contracts within the approved terms.

REASON FOR RECOMMENDATION

The Library utilizes licensed contractors to perform minor maintenance tasks in all branches, in accordance with the terms of the Joint Exercise of Powers Agreement. These services supplement the Library's maintenance staff when workloads exceed staff capacity or when the work required exceeds staff training and licensing limitations. The existing contracts for on call maintenance services will expire on June 30, 2010.

A competitive Request for Qualifications and Proposal (RFP) was issued on April 16, 2010, and eleven companies responded on the May 7, 2010, deadline. Of those, three contractors were found to offer the most competitive prices with the widest range of services. A Library staff committee reviewed these proposals and recommended three contractors: Riverview Construction, S&K Construction, and Medina and Son Electric Co. Inc. All three were found to have licenses in good standing with the California State Contractors' License Board. In addition, the references for all three contractors were found to be excellent.

POLICY ISSUES

In accordance with the Authority's Contracts and Procurements Policy for the purchase of goods and services requiring formal competitive bidding, an RFP was issued on April 16, 2010, and was posted on the City of Sacramento and Sacramento County bid pages. Eleven proposals were received by the May 7,



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2010, deadline. A committee of four Library staff reviewed the proposals and Riverview Construction, S&K Construction and Medina and Son Electric were determined to be the lowest responsive contractors.

FISCAL IMPACT

Each contract will be limited to a not-to-exceed amount of \$300,000 over the three year life of the contract. In addition, the Library limits the annual budget for outside maintenance services to further control the amount spent on these services. The total amount budgeted for FY 2010-11 is \$183,200.