May 26, 2011

Agenda Item 12.0: Service Contract: On Call Electrical Services

TO: **Sacramento Public Library Authority Board Members**

FROM: **Don Tucker, Director of Facilities**

RE: **Service Contract: On Call Electrical Services**

RECOMMENDED ACTIONS:

Adopt Resolution #11-31, A Resolution Approving a Service Contract with Keystone Electric for On Call Electrical Services From June 1, 2011 through June 30, 2013 in an Amount Not to Exceed $100,000

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 contract for electrical services with Medina and Son was terminated on February 17, 2011 when the company went out of business.

In accordance with the Authority's Contracts and Procurements Policy for the purchase of goods and services requiring formal competitive bidding, a competitive Request for Qualifications and Proposal (RFP) was issued on March 15, 2011, and seven companies responded by the April 8, 2011 deadline. Of those, Keystone Electric was found to offer the most competitive prices with the widest range of services. A Library staff committee that included Bonnie Slavin, Facilities Services Supervisor; Alan Worthy, IT Supervisor ;and Don Tucker, Director of Facilities, reviewed all proposals and is recommending Keystone Electric to provide these services. Keystone was found to have a license in good standing with the California State Contractors' License Board. In addition, the references for Keystone were found to be excellent.

FISCAL IMPACT

This contract will be limited to a not-to-exceed amount of $100,000 over the twenty five month 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 these services in FY 2010-11 is $183,200.

ATTACHMENT:

Resolution #11-31, A Resolution Approving a Service Contract with Keystone Electric for On Call Electrical Services From June 1, 2011 through June 30, 2013 in an Amount Not to Exceed $100,000

Sacramento Public Library Authority

RESOLUTION NO. 11-31

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

May 26, 2011

A RESOLUTION APPROVING A SERVICE CONTRACT WITH KEYSTONE ELECTRIC FOR ON CALL ELECTRICAL SERVICES FROM JUNE 1, 2011 THROUGH JUNE 30, 2013 IN AN AMOUNT NOT TO EXCEED $100,000

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

1. A service contract with Keystone Electric for on call electrical services from June 1, 2010 through June 30, 2013 in an amount not to exceed $100,000 is approved.

2. The Library Director is authorized to sign all documents related to this contract within the approved terms.

_____
Sandy Sheedy, Chair

ATTEST:

Rivkah K. Sass, Secretary

By:_____
Brenda Haggard, Assistant Secretary

ATTACHMENTS:
None.