Sacramento Public Library Authority

June 17, 2013 **Agenda Item 10.0: On-Call Maintenance Services Contracts**

TO: **Sacramento Public Library Authority**

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

RE: **On-Call Maintenance Services Contracts**

RECOMMENDED ACTION(S):

1. **Approve** the **award of** a service contract to Property Doctor for on-call maintenance services from July 1, 2013, through June 30, 2016, in an amount not to exceed $200,000.

2. **Approve** the **award of** a service contract to S&K Construction for on-call maintenance services from July 1, 2013, through June 30, 2016, in an amount not to exceed $200,000.

3. **Approve the award of** a service contract to Cliff Brackett Construction, for on-call maintenance services from July 1, 2013, through June 30, 2016, in an amount not to exceed $200,000.

4. **Approve** the **award** of a service contract to Keystone Electric, for on-call maintenance services from July 1, 2013, through June 30, 2016, in an amount not to exceed $200,000.

5. **Approve the award of** a service contract to A&P Floor, for on-call maintenance services from July 1, 2013, through June 30, 2016, in an amount not to exceed $200,000.

6. **Authorize** the Library Director to sign all documents related to these contracts within the approved terms.

BACKGROUND

The Library uses licensed contractors to perform minor maintenance tasks at 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 Library staff training and licensing limitations. The existing contracts for on-call maintenance services expire on June 30, 2013.

A competitive Request for Qualifications and Proposal (RFP) was issued on May 9, 2013. Twelve companies responded by the May 31, 2013, deadline. Of those, five contractors were found to offer the most competitive prices with the widest range of services. A committee made up of Gary Holm, City of Sacramento General Services,Richard Wallace and Don Tucker, of Library Facilities, reviewed these proposals and recommended five contractors: Property Doctor, S&K Construction, Cliff Brackett Construction, Keystone Electric and A&P Floor. All five were found to have licenses in good standing with the California Contractors State License Board. In addition, the references for all five 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 May 9, 2013, and was posted on

the City of Sacramento and Sacramento County bid pages. Twelve proposals were received by the May 31, 2013, deadline. A committee of two Library staff and one City of Sacramento staff reviewed the proposals. Property Doctor, S&K Construction, Cliff Brackett Construction, Keystone Electric and A&P Floor were determined to be the lowest responsive contractors.

FISCAL IMPACT

Each contract will be limited to a not-to-exceed amount of $200,000 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 2012-13, for example, is $196,763.

ATTACHMENT(S):

Resolution 13-31, approving the award of on-call maintenance service contracts to Property Doctor, S&K Construction, Cliff Brackett Construction, Keystone Electric and A&P Floor for a term of July 1, 2013, through June 30, 2016.

Sacramento Public Library Authority

RESOLUTION NO. 13-31

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

June 17, 2013

A RESOLUTION APPROVING THE AWARD OF CONTRACTS FOR ON-CALL MAINTENANCE SERVICES TO PROPERTY DOCTOR, S&K CONSTRUCTION, CLIFF BRACKETT CONSTRUCTION, KEYSTONE ELECTRIC AND A&P FLOOR

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

1. Approve the award of a service contract to Property Doctor for on-call maintenance services from July 1, 2013, through June 30, 2016, in an amount not to exceed $200,000.

2. Approve the award of a service contract to S&K Construction for on-call maintenance services from July 1, 2013, through June 30, 2016, in an amount not to exceed $200,000.

3. Approve the award of a service contract to Cliff Brackett Construction, for on-call maintenance services from July 1, 2013, through June 30, 2016, in an amount not to exceed $200,000.

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5. Approve the award of a service contract to A&P Floor, for on-call maintenance services from July 1, 2013, through June 30, 2016, in an amount not to exceed $200,000.

6. Authorize the Library Director to sign all documents related to these contracts within the approved terms.

_____
Phil Serna, Chair
Angelique Ashby, Vice Chair

ATTEST:

Rivkah K. Sass, Secretary

By:_____
Linda J. Beymer, Assistant Secretary

ATTACHMENT(S):
None