



MEMORANDUM

To: Mayor and City Council

From: Kent Collins, P.E., Director of Public Works

Date: January 22, 2019

Reference: Contract Award for Electrical Services

2030: Sustainable City Government Strategy, Goal 3
Excellent and Well-maintained City Infrastructure and Facilities

General:

- A Request for Proposals was utilized with weighted evaluation criteria.
- Nine (9) proposals were received
- The lowest responsive, responsible bidder was Nema 3 Electric, Inc.
- The agreement term is effective February 1, 2019 – January 31, 2020
- The contract includes service to 25 municipal buildings including the provision of parts and materials.

Introduction:

This agenda item is being presented to consider approval of awarding RFP #163 Citywide Electrical Services to Nema 3 Electric, Inc. for a one-year period beginning February 1, 2019, with options to renew an additional four (4), one-year terms, as budgeted; and authorizing the City Manager to sign any necessary documents.

Analysis:

On November 13, 2018, the City of Coppell Facilities Division received proposals from Texas Department of Licensing and Regulation (TDLR) approved and licensed electrical contractors to provide citywide electrical maintenance and repair services, including the provision of parts and materials. Because this contract is for citywide service, the proposals were evaluated by a committee that included representatives from Purchasing, Fire, Police, Parks and Public Works.

Facilities worked with Purchasing to solicit the proposal. The evaluation criteria were discussed during the pre-bid meeting on November 6, 2018 and included:

- Respondent qualifications and experience – 40 percent

- Bid response – 10 percent
- Pricing – 40 percent
- References – 10 percent

It was conveyed clearly to the bidders that the price considered was not ‘Low Bid’, but rather most responsible price based on the scope and level of service delivery desired. Requests for Proposals allows the Owner and vendor to negotiate and yields a Best and Final Offer (BAFO).

Nine proposals were received, with prices ranging from \$45.00 (current price) to \$110.00 per hour for a master electrician. Proposers also gave a percentage (%) markup from cost structure for parts and materials. Nema 3 Electric, Inc. is the city’s current electrical service vendor. The current contract expires January 31, 2019. The average annual expenditure for contract electrical services over the past five years was \$662,523 and for FY 2017-18 it was \$676,739.

It is Facilities and the evaluation committee’s opinion that Nema 3 Electric, Inc. is the most responsive, responsible vendor. They are familiar with the facilities and have worked on numerous large-scale projects for the City, such as the redevelopment of Andy Brown East and West; the grand opening Fourth of July event in 2017; the 2018, Fourth of July event, as well as Kaleidoscope, 2017, just to name a few.

Legal Review:

The City’s standard form contract is being utilized and is reviewed periodically by the City Attorney.

Fiscal Impact:

Fiscal impact of this Agenda item is estimated to be \$150,000.00, as budgeted in the Facilities, General Fund, Building Maintenance account.

Recommendation:

The Public Works Department recommends approval to award RFP # 163 Citywide Electrical Services to Nema 3 Electric, Inc. for a one-year term beginning February 1, 2019, with options to renew the contract for four (4), one-year terms.