



MEMORANDUM

To: Mayor and City Council

From: Steve Shore, Facility Manager
Michael Garza, P.E., Director of Public Works

Date: February 27, 2024

Reference: Consider approval of awarding Bid #Q-0124-01; Citywide Fiber/Network and Electrical services to Nema 3 Electric, Inc.; for a one-year period beginning February 28, 2024, with an option to renew four additional one-year terms; funds are budgeted in various departmental budgets for this service; and authorizing the City Manager to sign any necessary documents.

2040: Sustainable Government

Introduction:

This agenda item is being presented to consider approval of awarding Bid #Q-0124-01; Citywide Fiber/Network and Electrical services to Nema 3 Electric, Inc.; for a one-year period beginning February 28, 2024, with an option to renew four additional one-year terms; funds are budgeted in various departmental budgets for this service; and authorizing the City Manager to sign any necessary documents.

Background:

A Request for Proposals (RFP) was utilized with weighted evaluation criteria.

- One (1) proposal was received
- The responsive bidder was Nema 3 Electric, Inc.
- The agreement term is effective February 28, 2024, to February 28, 2025, with option to renew four additional one-year terms.

In December 2023, the City of Coppell solicited proposals from Texas Department of Licensing and Regulation (TDLR) approved and licensed electrical contractors to provide citywide electrical, fiber and data maintenance and repair services, including the provision of parts and materials. Because this contract is for citywide service, the RFP was written by and evaluated by a committee that included representatives from Procurement, Community Experiences, Enterprise Solutions and Public Works.

The evaluation criteria were discussed during the pre-bid meeting 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 the 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).

The one proposal was received from Nema 3 with pricing of \$95.00 per hour for a master electrician. Nema 3 also gave a percentage of 30% markup from cost structure for parts and materials. Nema 3 Electric, Inc. is the City’s current electrical service vendor. The annual expenditure for contracted electrical services for the 2023 fiscal year was \$415,000.

Benefit to the Community:

By having set pricing contract with a vendor this assures a competitive rate. It also allows various City of Coppell departments needing services to have a vendor rapidly respond for tasks covered under the contract.

Legal Review:

The Procurement Division has reviewed the documents and determined that this is an appropriate method of contracting with the vendor.

Fiscal Impact:

The fiscal impact of this agenda item is estimated to be \$500,000.00, as budgeted in the General Fund of the various departments utilizing this vendor.

Recommendation:

The Public Works Department recommends approval of this contract.