

TOWN OF PALM BEACH

Information for Town Council Meeting on: September 13, 2018

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

FROM: H. Paul Brazil, P.E., Director of Public Works

RE: Authorization to Award Bid No. 2018-11 for Electrical Services and Authorize Purchase Orders to Universal Electric, Inc. and C R Dunn, Inc.
Resolution No. 153-2018

DATE: August 28, 2018

STAFF RECOMMENDATION

Town staff recommends that Town Council approve Resolution No. 153-2018 to award Bid No. 2018-11 for Electrical Services, and authorize purchase orders to Universal Electric of Florida, Inc. and C R Dunn, Inc. for electrical services in the combined amount of \$140,000, and establish a combined annual project budget of \$160,000, contingent upon approval of the FY2019 budget, and establishing a four (4) year project budget for the remainder of the contract at \$640,000, which includes an annual cost of \$140,000 and a \$80,000 contingency, contingent on funding in future fiscal years.

GENERAL INFORMATION

The Town uses electrical vendors to assist with maintenance and repairs of the electrical infrastructure at various locations throughout the Town. Because some of these services require specialized electrical training or experience, the services are divided into five (5) separate lots.

- Lot A - Town buildings, parks, and right-of-ways
- Lot B - Town docks
- Lot C - Street lights
- Lot D - Storm and sewer pump stations
- Lot E - Signalized traffic intersections

During the previous year, the contractors successfully performed and completed a variety of projects at various Town facilities. The current contract has been in effect for five (5) years and expired this year in June. The current vendors agreed to a contract extension through the end of the current fiscal year.

The Town issued Bid No. 2018-11 for the electrical services. Pricing was requested for each of the specialties as identified in the document. On June 20, 2018, three (3) vendors submitted bids to provide these services. The Town reviewed the bids, found one (1) of the submittals to be non-responsive and identified primary and secondary vendors for each of the services. The services and awarded vendors are described below:

Lot A - Town buildings, parks and right of ways.

- Primary Awardee – Universal Electric of Florida, Inc.
- Secondary Awardee – C R Dunn. Inc.

Lot B - Town docks

- Primary Awardee – Universal Electric of Florida, Inc.
- Secondary Awardee - C R Dunn. Inc.

Lot C – Street lights

- Primary Awardee – Universal Electric of Florida, Inc.
- Secondary Awardee - C R Dunn. Inc.

Lot D - Storm and sewer pump stations

- Primary Awardee - C R Dunn. Inc.
- Secondary Awardee - none

Lot E - Signalized traffic intersections.

- Primary Awardee - C R Dunn. Inc.
- Secondary Awardee - none

If Town Council approves this recommendation, staff recommends issuing purchase orders for electrical services to Universal Electric for Lots A, B, C and to C R Dunn for Lots D and E. The combined annual amount will be \$140,000, and establishing a project budget of \$160,000 for FY2019. This contract provides for the option of four (4) twelve-month renewals with all original terms, conditions, and pricing. The anticipated contract cost for the four (4) renewal years at \$140,000 per year is \$640,000, and includes a fifteen percent (15%) contingency for increases and unforeseen work.

FUNDING/FISCAL IMPACT

Sufficient funds are available in the Public Works Department proposed FY2019 budget to complete this work. Funding for the remaining years of the contract will be contingent on future budget appropriations.

PURCHASING REVIEW

This item has been reviewed by the Purchasing Division and approved as recommended.

The Electrical Services Bid was posted on Demand Star with 8 suppliers, 11 plan holders and 584 supplemental suppliers notified. It was also posted on Public Purchase with 275 notified and 28 accessed.

TOWN ATTORNEY REVIEW

This Resolution has been reviewed and approved by the Town Attorney for legal form and sufficiency.

Attachments

cc: Jane Le Clainche, Director of Finance
Eric Brown, P.E., Assistant Director of Public Works
Brett Madison, Facilities Division Manager
Dean Mealy, Purchasing Manager