

Information for Town Council Meeting on November 12, 2019

TO: Mayor and Town Council

VIA: Kirk W. Blouin, Town Manager

VIA: Jane Le Clainche, CPA, Director of Finance

FROM: Dean Mealy, II CPPO, Town Purchasing Manager

RE: Resolution Approving the Award of Bid No. 2019-37, Police Department Virtual Room Buildout to Seven Star Construction in the Amount of \$93,743 and an overall Project Budget of \$107,803; **Resolution No. 135-2019**

DATE: 31 October 2019

STAFF RECOMMENDATION

Town staff recommends the approval of Resolution No. 135-2019, approving the Award of Bid No. 2019-37, Police Department Virtual Room Buildout to Seven Star Construction in the Amount of \$93,743 and an overall Project Budget of \$107,803.

SUMMARY EXPLANATION/BACKGROUND

The Police Department secured the purchase of a Virtual Room for training exercises for Police Officers. The plan for the location was identified as a bay at South Fire. To accommodate the installation of the equipment, the bay location required construction modifications.

Purchasing issued Bid No. 2019-37 for the construction buildout. Eleven firms indicated interest in participating in the bid, of which three submitted bid proposals ranging from \$93,743 to \$152,329. The low two firms were only \$15,000 apart in their submittals.

Purchasing did conduct reference checks which have been reviewed by the Town Engineer. After conducting all background checks, Purchasing is recommending the Award of Bid No. 2019-37 to Seven Star Construction.

FISCAL IMPACT/FUNDING SOURCE

The fiscal impact will be \$107,803 and will be funded from a donation account.

The expenditure account is 103.50.561.539.90.99.98, project number 0018.600.0000 and from the revenue account 103.366.102, project account number 0018.610.0000.

USER DEPARTMENT CONCURRENCE

The Police Department is in full concurrence with this recommendation.

DUE DILIGENCE

Due Diligence was conducted to determine vendor responsibility, including corporate status and that there are no performance and compliance issues. Reference checks were obtained for all three respondents to the bid. All firms that submitted had excellent recommendations.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
Nicholas Caristo, Police Chief
Purchasing File