



TO: Board of Contracts and Awards
FROM: Nadia Chandler-Hardy, Assistant to the City Manager/Director NCS
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator,
and Marie Holm, Finance/Purchasing
SUBJECT: On-Call Securing Properties
Request for Bids Specification No. NC16-0355F– November 29, 2016
DATE: October 25, 2016

SUMMARY:

The Neighborhood and Community Services Department recommends a contract be awarded to the low bidder Pease & Sons, Inc., Tacoma, WA, for securing properties at various locations across the City. This two year on-call contract reflects a total award of \$385,595.00, plus a 10% contingency, for a cumulative amount of \$424,154.50, plus applicable sales tax.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.

This project provides the means to safely secure properties that have been damaged by external forces protecting possessions, neighborhoods and citizens.

BACKGROUND:

The scope of work is for board up services related to derelict and unfit building actions, fire and police needs on a city-wide basis on both public and private property. Over the past two years, over 700 board-ups have been performed.

ISSUE: Buildings within the City limits are sometimes damaged by fire, burglary, vandalism, unauthorized entry, and natural disasters. Additionally, once damaged, the intrusion of weather can cause further problems. This contract provides the means for the Fire Department, Police Department and the Neighborhood and Community Services Department to quickly and efficiently secure these properties on a 24 hour/7 day-a-week basis, minimizing further damage to possessions and improving the overall safety of the community.

ALTERNATIVES: This contract will replace the current on-call securing properties contract expiring at the end of the year. This contract has already been extended three times, twice per the contract terms and once to not be without this much needed service. The alternative would be to extend this contract for another two years; however, this contract was rebid to continue to provide contracting opportunities for small contractors in the area.

COMPETITIVE SOLICITATION:

Request for Bids Specification NC16-0355F was opened on October 11, 2016. Nine companies were invited to bid in addition to the normal advertising of the project. One submittal was received. The table below reflects the amount of the total award.

<u>Respondent</u>	<u>Location (city and state)</u>	<u>Submittal Amount</u>	<u>Evaluated Submittal</u>
Pease & Sons, Inc.	Tacoma, WA	\$385,595.00	\$366,315.25

Pre-bid Estimate: \$363,825.00

The recommended award is approximately 6 percent above the pre-bid estimate.



CONTRACT HISTORY: New contract.

SUSTAINABILITY: The scope of work is for board up services related to derelict and unfit building actions, fire and police needs on a city-wide basis on both public and private property as required. These services provide a safe and healthy City for all of our residents.

SBE/LEAP COMPLIANCE: The recommended contractor is in compliance with the Small Business Enterprise (SBE) Regulation requirements per memorandum dated October 25, 2016. The SBE goal for this project is 9 percent. The SBE participation level of the recommended contractor is 25.9 percent. Pease & Sons, Inc. submitted the lowest evaluated bid per the SBE Regulation requirements. The Local Employment and Apprenticeship Training Program (LEAP) goal is 225 hours.

RECOMMENDATION:

The Neighborhood and Community Services Department recommends a contract be awarded to the low bidder Pease & Sons, Inc., Tacoma, WA, for securing properties at various locations across the City. This two year on-call contract reflects a total award of \$385,595.00, plus a 10% contingency, for a cumulative amount of \$424,154.50, plus applicable sales tax.

FISCAL IMPACT:

Split between 3 Departments, Neighborhood and Community Services Dangerous Building Fund, Tacoma Fire Department and Tacoma Police Department as follows:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1145-BDB – Dangerous Building Fund	481000	5330100	\$250,000.00
Tacoma Fire Department	253000	5330100	\$74,154.50
Tacoma Police Department	227800	5330100	\$100,000.50
TOTAL			\$424,154.50

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			



POTENTIAL POSITION IMPACT:

POSITION TITLE	PERMANENT/ PROJECT TEMPORARY POSITION	FTE IMPACT	POSITION END DATE
TOTAL			

This section should only be completed if a subsequent request will be made to increase or decrease the current position count.

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$424,154.50

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.

Explain how expenditures are to be covered and if budget modifications are required.