



**1TO:** Board of Contracts and Awards  
**FROM:** Keith Williams, Code Compliance Supervisor, Neighborhood and Community Services  
Linda Stewart, Director, Neighborhood and Community Services  
**COPY:** City Council, City Manager, City Clerk SBE Coordinator, LEAP Coordinator, and Jessica Tonka, Finance/Purchasing  
**SUBJECT:** On-Call Securing Properties, Request for Bids Specification No. NC18-0349F - December 04 2018  
**DATE:** November 16, 2018

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**RECOMMENDATION SUMMARY:**

The Neighborhood and Community Services Department recommends a contract be awarded to Pease & Sons, Inc., Tacoma, WA, for securing properties at various locations across the City, in the amount of \$414,750.00, plus 10% contingency, plus any applicable taxes, for an initial contract term of two years with the option to renew for one year, for a projected contract amount of \$456,225.00.

**STRATEGIC POLICY PRIORITY:**

- Strengthen and support a safe city with healthy residents.

**BACKGROUND:**

The scope of work is for board up services related to derelict and unfit building actions, and fire and police building actions, on a city-wide basis on both public and private property. Over 1,000 board ups have been performed over the past two years and the City anticipates the need for board up services to continue.

**ISSUE:**

Buildings within the city 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. An alternative is to not provide these services.

**COMPETITIVE SOLICITATION:**

Request for Bids Specification No. NC18-0349F was opened October 2, 2018. Ten companies were invited to bid in addition to normal advertising of the project. One submittal was received.



Pease & Sons, Inc. submitted a bid that resulted in the lowest evaluated submittal after consideration of SBE participation goals. The table below reflects the amount of the base award.

<u>Respondent</u>	<u>Location</u>	<u>Submittal Amount</u>	<u>Evaluated Submittal</u>
<b>Pease &amp; Sons, Inc.</b>	<i>Tacoma, WA</i>	<b>\$414,750.00</b>	<b>\$414,750.00</b>

Pre-bid Estimate: \$424,302.50

The recommended award is 2 percent below 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 actions, 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 10, 2018. The SBE goal for this project is 22 percent. Pease & Sons, Inc. submitted the lowest evaluated bid per the SBE Regulation requirements. The Local Employment and Apprenticeship Training Program (LEAP) goal is 15 percent of estimated labor hours.

**FISCAL IMPACT:**

**EXPENDITURES:**

<b>FUND NUMBER &amp; FUND NAME *</b>	<b>COST OBJECT (CC/WBS/ORDER)</b>	<b>COST ELEMENT</b>	<b>TOTAL AMOUNT</b>
1145-BDB – Dangerous Building Fund	481000	5330100	\$269,173.00
General Fund-Tacoma Police and Fire Departments	Various	Various	\$294,264.00
<b>TOTAL</b>			<b>\$456,225.00</b>



**REVENUES:**

<b>FUNDING SOURCE</b>	<b>COST OBJECT (CC/WBS/ORDER)</b>	<b>COST ELEMENT</b>	<b>TOTAL AMOUNT</b>
1145- BDB -Dangerous Building Fund	481000	4345300	\$269,173.00
General Fund- Tacoma Police and Fire Departments	Various	Various	\$294,264.00
<b>TOTAL</b>			<b>\$456,225.00</b>

**FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 456,225.00 (for 2019/2020 Biennium)**

**ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED?** Yes

**IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.** N/A