

Meeting Date: October 23, 2018



Agenda Item #: 8A

CITY COUNCIL AGENDA ITEM

Contact Information:

Contact Name: Raul F. Palenzuela **Dept. Director:** Migdalia Hernandez

Contact Number: (386) 851-7525 **City Manager:** Dale Arrington

Type of Item:

<input type="checkbox"/>	Consent Agenda	<input type="checkbox"/>	Ordinance First Reading	<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Council Approval	<input type="checkbox"/>	Ordinance Second Reading	<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	Discussion & Action	<input type="checkbox"/>	Presentation	<input type="checkbox"/>	Workshop

SUBJECT: Authorization to Issue Invitation for Bids for Public Works Canopy Workshop Extension

BACKGROUND:

At Council Member O'Connor's request, the Council requested that Staff investigate extending the workshop at the Public Works building northward by adding a canopy. Due to the small size of the current vehicle workshop all large vehicle maintenance and repairs have to be accomplished outdoors and exposed to the elements. In order to develop a cost estimate, Staff solicited and received three informal quotes to engineer, supply and install a canopy similar in size and function to the canopy over the fueling station. The three quotes ranged from \$28,175.52 to \$39,850.00. Because the expected cost is over \$25,000 the Purchasing Ordinance requires that a formal Invitation for Bids be issued and subsequently awarded by Council.

Staff supports the concept of installing the canopy because the City mechanic needs and deserves to have an appropriate location to work safely and productively. For years, staff has been "living with" performing vehicle and equipment maintenance exposed to the sun and rain. If Council approves the purchase and installation of the canopy, a budget amendment of \$32,000 is requested (low bid plus approximately 10% contingency). Funds would be transferred from General Fund contingency, leaving a remaining contingency balance of \$84,895.

COUNCIL DISTRICT:

City Wide

RECOMMENDATIONS:

Direct Staff to move forward with procurement by issuing an Invitation to Bid on the canopy shelter.

ATTACHMENTS:

None

FINANCIAL IMPACT:

Should bids be similar to the informal quotes, staff expects that the shelter can be constructed for approximately \$32,000 (low bid plus approximately 10% contingency). Funds would be transferred from General Fund contingency, leaving a remaining contingency balance of \$84,895.

A budget amendment would be accomplished concurrently with the bid award.

STRATEGIC PLAN:

Build and maintain efficient infrastructure, Continue Organizational Sufficiency