



## Legislation Text

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**File #:** 20-0763, **Version:** 1

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Resolution to Award a two (2) year General Services Contract to Metro Controls, Inc., not to exceed \$200,000.00 (\$100,000.00 annually) for On-Call Mechanical Services for Public Works (RFP # 20-16) Attached for your approval is a resolution to award a two (2) year general services contract to Metro Controls, Inc. to perform on-call mechanical services for Public Works for up to \$100,000.00 per fiscal year.

Public Works utilizes mechanical contractors to perform preventative maintenance, repairs, and installation services to the mechanical systems at various locations. Having an on-call mechanical contract in place provides a mechanism to procure services from a pre-qualified contractor as needed with little disruption to the facilities.

RFP # 20-16 was advertised on the City's website and on the Michigan Inter-Governmental Trade Network (MITN) website. Four (4) proposals were received and publicly opened on March 3, 2020. The RFP required that firms submit information listing professional qualifications, past involvement with similar projects including familiarity with the mechanical systems at the Wheeler Service Center and a fee proposal. A selection committee of Public Works staff reviewed the proposals and selected the firms most qualified to perform the required services. The firms were evaluated and scored on the following criteria:

- Professional Qualifications (30%)
- Past Involvement with Similar Projects (30%)
- Fee Proposal (40%)

After reviewing and scoring the proposals, staff ranked the responding firms in the following order:

1. Metro Controls
2. Miller Boldt
3. Allied
4. Conti

Metro Controls was selected based on the professional qualifications of their firm and staff, history and familiarity with the mechanical systems at the Wheeler Center and the fee proposal.

**Budget Impact:** Funding is available in the FY21 Wheeler Center and Solid Waste operations and maintenance budgets and will be available in subsequent annual budgets if approved by Council.

Metro Controls complies with the City's Non-Discrimination and Living Wage ordinances.

This agreement is for July 6, 2020 through July 6, 2022 and may be extended for up to one (1) additional two (2) year period, subject to a 3% increase in unit prices and the annual appropriation of funds.

Prepared by: Paul Matthews, Public Works Assistant Manager

Reviewed by: Molly Maciejewski, Public Works Manager

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Tom Crawford, Interim City Administrator

Whereas, Public Works would like to award a general services contract to Metro Controls, Inc. to perform preventative maintenance, repairs, and installation services to the mechanical systems at various locations as-needed;

Whereas, Four proposals (RFP # 20-16) were received on March 3, 2020;

Whereas, Proposals were reviewed by Procurement and evaluated by City staff on the basis of professional qualifications, past involvement with similar projects and fee schedule;

Whereas, Staff selected Metro Controls, Inc. as most qualified to perform the work identified in RFP # 20-16;

Whereas, The term of the proposed contract with Metro Controls, Inc. is for two years and up to \$100,000.00 per year, subject to the availability of funding; and

Whereas, Metro Controls complies with the City's Non-Discrimination and Living Wage ordinances.

RESOLVED, That City Council approve a two-year General Services Agreement with Metro Controls, Inc. for an amount not to exceed \$100,000.00 per fiscal year, for the period of July 6, 2020 through July 6, 2022 subject to the annual appropriation of funds;

RESOLVED, That the City Administrator be authorized to renew the agreement for up to 1- two year period subject to a 3% increase in unit prices providing both parties agree to an extension and subject to the annual appropriation of funds;

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute said agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney;

RESOLVED, That the City Administrator be authorized to take the necessary actions to implement this resolution.