



TOWN OF ERIE

645 Holbrook Street
Erie, CO 80516

Town Council

Board Meeting Date: 1/9/2018

File #: 18-008, Version: 1

SUBJECT: CONSENT AGENDA

A Resolution Awarding Various Services Contracts For 2018 To Various Contractors for Services/Supplies; And Setting Forth Details In Relation Thereto.

DEPARTMENT: Public Works

PRESENTER/PREPARER: Todd Fessenden, Public Works Director
Jody Lambert, Operations and Maintenance Manager
Eric Banker, Facilities Operation Services Supervisor

FISCAL INFORMATION:

Cost as Recommended:	\$ See Table
Balance Available:	\$ See Table
Fund:	General, Water, Wastewater
Budget Line Item Number:	See Table
New Appropriation Required:	No

STAFF RECOMMENDATION: Approve Resolution awarding said renewals, authorizing appropriate Town Staff to execute said renewals, authorizing Staff to expend contracted funds.

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

The 2018 Operating Budget includes funds for annual maintenance service and supplies contracts. These contracts are competitively or state-bid and awarded. Each of the contracts allows for a renewal option for up to two consecutive years following the initial award (a total of three years). A proposed renewal occurs when both the Town and Contractor/Vendor agree, the increased price is no more than 2% of the previous year and performed work was satisfactory. The following is a list of services/supply contracts the Town would like to execute a renewal option for:

- **Asphalt Repair Services** - scheduled and emergency asphalt repairs as needed.
- **Auto Body Repairs** - body repair services for fleet units as needed.
- **Elevator Maintenance** - preventative maintenance and call out services as needed for elevators at Town Hall and ECC and list at Town Hall.
- **First Aid Supplies** - purchase of supplies to restock all first aid cabinets in Town-owned facilities as needed.
- **Fuel** - purchase of diesel and unleaded fuel for Town's fueling system and generators.
- **GIS Software** - First year of a three year renewal of our GIS mapping software, server and training agreement with ESRI.
- **HVAC Filters** - purchase of filters for all HVAC units in Town-owned facilities. This is not part of the

HVAC Maintenance contract as Staff installs the filters.

- **HVAC Maintenance** - preventative maintenance for all HVAC units in Town-owned facilities. Call out services as needed.
- **Street Striping Services** - application of pavement markings to various streets throughout the Town.
- **Traffic Signal & School Zone Indicator Maintenance** - quarterly maintenance of all traffic signals and school zone indicators in the Town. On call troubleshooting and repair services as needed.
- **Towing Services** - towing services for fleet units as needed.
- **Windshield Replacement** - windshield replacement services for fleet units as needed.

The table below shows the date of the original agreement, company, service/supply type, estimated not-to-exceed amount and corresponding account numbers. The general fund account numbers include Town Hall, Service Center, Erie Community Center, and Erie Police Station for facility related items, Water Treatment Facility for water items, and Wastewater Treatment Facilities for wastewater items.

Agreement Date	Company	Service	Not-To-Exceed Amount	Account
2/23/16	A-Z Safety Supply, Inc.	First Aid Supplies	\$2,200 \$600 \$400	100.70.440.530180 500.70.740.530180 510.70.750.530180
1/26/16	County Line Auto Body, Inc.	Auto Body Repairs	As needed	Various
4/7/18	Environmental Systems Research Institute, Inc (ESRI)	GIS Software	\$30,650	100.20.550.520000
2/23/16	Haynes Mechanical Systems, Inc.	HVAC Preventative Maintenance	\$24,000 \$6,800 \$6,800	100.70.440.520000 500.70.740.520000 510.70.750.520000
1/26/16	Hill Petroleum	Fuel	\$150,900	100.70.450.534040
2/23/16	Peak Elevator, LLC	Elevator Maintenance	\$5,600	100.70.440.520000
1/26/16	Marv's Quality Towing, Inc.	Towing Service	As needed	Various
2/9/16	Metro Pavers, Inc	Asphalt Repair	\$125,000	100.70.710.523000
1/26/16	Quick-Set Auto Glass	Windshield Replacement	As needed	Various
2/18/16	Super-Tech Filter	HVAC Filters	\$3,500 \$900 \$1,200	100.70.440.534020 500.70.740.530000 510.70.750.530000
1/16/17	Road Safe Traffic Systems, Inc.	Street Striping	\$247,000	100.70.710.523100
2/17/16	W.L. Contractors, Inc.	Traffic Signal & School Zone Indicator Maintenance	\$5,800	100-70-710-520000

Staff recommends executing these renewal options to the above-mentioned companies.

The 2018 Operating Budget includes funds for janitorial services for Erie Community Center, Town Hall and Leon A Wurl Service Center. This contract allows for a renewal option for up to two consecutive years following the initial award (a total of three years). This renewal is executed when both the Town and Vendor agree and if the price for the service is not increased by more than 2% of the previous year and work was performed satisfactorily. The existing janitorial vendor notified the Town in late 2017 of an increase in excess of 2%, so Town staff solicited bids for 2018.

Invitation to bid was posted on the Town's website starting November 29, 2017 and a mandatory pre-bid meeting and walk-thru was held on December 7, 2017. The following bids were received on December 21, 2017:

Bid Information

Vendor

Total Bid Price

The Key People

No bid

CCS - Commercial Cleaning Services

\$ 112,527.00

Carnation Building Services, Inc.

\$ 129,765.00

KG Clean, Inc.

\$ 149,242.50

Kleen-Tech

\$ 165,984.00 (incomplete bid)

Jani King of Colorado, Inc.

\$ 273,067.50

Staff recommends awarding the 2018 contract to CCS - Commercial Cleaning Services. No local Erie business submitted a bid.

ATTACHMENTS:

- a. Resolution