

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

November 19, 2007

CALL TO PODIUM:

Peter Geiling

RESPONSIBLE STAFF:

Peter Geiling
James D. Arnoult

AGENDA ITEM:

(please check one)

	Presentation
	Proclamation/Certificate
	Appointment
	Public Hearing
	Historic District
	Consent Item
	Ordinance
X	Resolution
	Policy Discussion
	Work Session Discussion Item
	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract for the Wells/Robertson House Roof Replacement Project (\$110,730)

SUPPORTING BACKGROUND:										
<p>Request: This is to request the Mayor and City Council authorize the City Manager to enter into a construction contract with James R. Walls Contracting Company for the Wells/Robertson House Roof Replacement project.</p> <p>Background: City staff hired Kuntz and Associates Architects to develop specifications for the project in the summer of 2007. Upon review, verification, and completion of the specifications, the project was bid on October 10, 2007. A pre-bid conference was held October 15, 2007. Four perspective bidders were in attendance.</p> <p>The following bids were received on October 25, 2007:</p> <table border="1" style="margin-left: 20px;"> <thead> <tr><th>Bidders</th><th>Bid Tabulation</th></tr> </thead> <tbody> <tr><td><i>J and K</i></td><td>\$245,000</td></tr> <tr><td>Ruff Roofing</td><td>\$128,000</td></tr> <tr><td>A&A Restoration</td><td>\$127,000</td></tr> <tr><td><i>James R. Walls Co.</i></td><td><i>\$100,730</i></td></tr> </tbody> </table> <p>The low bid of \$100,730 is nearly \$40,000 below the estimate of \$140,000.</p> <p>James R. Walls Company performed the roof replacement services for the Kentlands Mansion in August 2007 as a subcontractor to the Atlantic Company of America and has the documented experience and resources required to perform the scope of work within the required schedule. Staff recommends award to the low bidder with a ten (10) percent contingency or \$10,000. This brings the total requested funds to \$110,730. Staff thinks a ten percent contingency is required due to the age of the building and the potential that hidden conditions may increase the work scope.</p> <p>Fiscal Impact: There are sufficient funds budgeted in the Capital Improvement Program Budget.</p>	Bidders	Bid Tabulation	<i>J and K</i>	\$245,000	Ruff Roofing	\$128,000	A&A Restoration	\$127,000	<i>James R. Walls Co.</i>	<i>\$100,730</i>
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<i>James R. Walls Co.</i>	<i>\$100,730</i>									

DESIRED OUTCOME:
Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: Peter Geiling Date of City Council Meeting: November 19, 2007

AUTHORIZING

Purchase _____ Award Contract X Transfer Funds _____ Negotiate / Execute a Contract _____

RFP INFORMATION:

Advertisement Date October 10, 2007

Newspaper(s) Washington Post

Bids Received (date) October 25, 2007

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

Award a contract for construction services for the roof replacement project at the Wells Robertson House RFP #2008-007.

CONTRACTED/PURCHASE FROM:

Company Name: James R. Walls Contracting

Street Address: 7716 Delano Road

P. O. Box Number: _____

City/State/Zip: Clinton, MD 20735

CONTRACT/PURCHASE AMOUNT: \$110,730

Check One: In the Estimated Amount of X Not to Exceed _____

FUNDS TO BE EXPENDED FROM: Operating Budget _____ Capital Improvements Budget ✓

Acct. No. 3149 – 591100 – 04-1 CDBG –HUD Projects

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS Available _____ Not available _____

Finance Dept. Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR
THE WELLS/ROBERTSON HOUSE ROOF REPLACEMENT PROJECT

WHEREAS, an Invitation For Bid (IFB) for Construction Services for the Wells Robertson House Roof Replacement Project was duly advertised in the October 10, 2007 issue of the *Washington Post*, and bids were received on October 25, 2007 from four firms; and

WHEREAS, the bids were reviewed and references checked according to the criteria in the IFB; and

WHEREAS, James R. Walls Contracting Company, Inc., was the lowest responsive and responsible bidder; and

WHEREAS, the Mayor and Council have determined to award a contract for the work to the lowest bidder meeting City specifications:

BE IT FURTHER RESOLVED, the Mayor and City Council authorizes the City Manager to enter into a contract for construction services for the Wells/Robertson House Roof Replacement Project to James R. Walls Contracting Company, Inc., 7716 Delano Road, Clinton, Maryland 20735, in the amount of One Hundred Thousand Seven Hundred Thirty Dollars (\$100,730), plus an additional Ten Thousand Dollars (\$10,000) contingency for unexpected expenses; said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 19th day of November, 2007.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing Resolution was adopted by the City Council in public meeting assembled on the 19th day of November, 2007.

James D. Arnoult, Acting City Manager