

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:
September 2, 2008

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
<input checked="" type="checkbox"/>	Consent Item
	Ordinance
	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 City Hall Fire Egress Project (\$47,640)

SUPPORTING BACKGROUND:

Request: This is to request the Mayor and City Council authorize the City Manager to enter into a construction contract with Hascon, LLC for the City Hall Fire Egress Project.

Background: City staff hired Thomas Taltavull Architect to develop plans and specifications for the project in 2008. Upon review, verification, and completion of the specifications, the project was bid on July 4, 2008.

The following bids were received on August 1, 2008:

Bidders	Bid Tabulation
Hascon, LLC	\$39,700
Totally Kustom, Inc.	\$46,369
Tito Contractors, Inc.	\$57,015
Colossal Contractors, Inc.	\$59,900

City staff contacted references and reviewed the Dun and Bradstreet report and found the company to be financially sound and capable of performing the work. Hascon comes with strong references for this type of work. Staff recommends award to the low bidder with a twenty percent (20%) contingency or \$7,940. This brings the total requested funds to \$47,640. Staff believes a 20% contingency is required due to the age and condition of the building and the potential that hidden conditions may increase the work scope.

Fiscal Impact: This project is being funded through the Capital Improvements Projects (CIP) budget and there are sufficient funds.

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: September 2, 2008

AUTHORIZING

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

RFP INFORMATION:

Advertisement Date July 4, 2008

Newspaper(s) Washington Post

Bids Received (date) August 1, 2008

DESCRIPTION OF ITEM(S):

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

Award a contract for construction services for City Hall Fire Egress Project IFB no. 2009-005.

CONTRACTED/PURCHASE FROM:

Company Name: Hascon, LLC

Street Address: 10440 Little Patuxent Parkway,
Suite 300

P. O. Box Number: _____

City/State/Zip: Columbia, MD 21044

CONTRACT/PURCHASE AMOUNT: \$47,640

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

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

Acct. No. 3349 – 594000 – 98-1 for City Hall Fire Egress Project (\$47,640)

(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 AWARD A CONTRACT
FOR CITY HALL FIRE EGRESS PROJECT

WHEREAS, an Invitation For Bid (IFB) for Construction Services for City Hall Fire Egress Project was duly advertised in the July 4, 2008 issue of the *Washington Post*, and bids were received on August 1, 2008 from four companies; and

WHEREAS, the bid was reviewed and references checked according to the criteria the IFB; and

WHEREAS, Hascon, LLC, was the lowest responsive and responsible bidder; and

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

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to award a contract for Construction Services for City Hall Fire Egress Project to Hascon, LLC, 10440 Little Patuxent Parkway, No. 300, Columbia, Maryland 21044, in the estimated amount of Thirty Nine Thousand Seven Hundred Dollars (\$39,700); with a twenty percent contingency of Seven Thousand Nine Hundred Forty Dollars (\$7,940) said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 2nd day of September, 2008.

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 2nd day
of September, 2008.

James D. Arnoult, Acting City Manager