

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

March 16, 2009

CALL TO PODIUM:

Peter Geiling

RESPONSIBLE STAFF:

Peter Geiling
James D. Arnoult

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	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 B&O Station Roof Replacement Project (\$101,732)

SUPPORTING BACKGROUND:

Request: This is to request the Mayor and City Council authorize the City Manager to enter into a construction contract with Xpert Xteriors, Inc. for the B&O Station Roof Replacement project.

Background: City staff hired Kuntz and Associates to develop plans and specifications for the project in Fall 2008. Upon review, verification, and completion of the specifications, the project was bid on January 20, 2009. A mandatory pre-bid conference was held January 30, 2009. Thirteen (13) perspective bidders were in attendance. The following bids were received on February 12, 2009:

Bidders	Bid Tabulation
RRH Associates	\$79,950
<i>Xpert Xteriors, Inc.</i>	<i>\$84,777</i>
RRS Contracting	\$89,320
James R. Walls	\$131,217
Bartlett (non-responsive)	\$132,043
Simpson of Maryland	\$139,000
Ruff Roofers	\$143,430
Metropolitan Design/Build (non-responsive)	\$147,850
Warrant-Ehret	\$164,895

City staff reviewed the bids, contacted references, reviewed the Dun and Bradstreet report, and met with the three lowest bidders. Staff has found the low bidder RRH Associates bid to be unrealistic because the majority of the costs were allocated to site work while only seven percent of the costs were allocated to the majority of the work, the roof replacement while allocating the largest share of the work, thirty-three percent, dedicated to site work. This demonstrates a lack of understanding for the work. On the other hand, the second low bidder, Xpert Exteriors, submitted a sound bid with nearly sixty percent of the work allocated to the roof replacement and another fourteen percent dedicated to the metal work (roof flashing). Staff also found the Xpert Xteriors to be financially sound and capable of performing the work.

DESIRED OUTCOME:

Vote on Resolution

MAYOR & COUNCIL AGENDA COVER SHEET

SUPPORTING BACKGROUND CONT'D:

Staff met with the three lowest bidders to review the work scope and schedule and feels comfortable that the selected bidder can perform the work within the schedule. Staff recommends award with a twenty percent contingency or \$16,955, bringing the total requested funds to \$101,732. Staff thinks a twenty percent 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 by Community Development Block Grant (CDBG) funds. There are sufficient funds budgeted in the Capital Improvement Program Budget.

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: March 16, 2009

AUTHORIZING

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

RFP INFORMATION:

Advertisement Date January 20, 2009

Newspaper(s) Washington Post, eMaryland Marketplace

Bids Received (date) February 12, 2009

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 B&O Station RFP #2009-017.

CONTRACTED/PURCHASE FROM:

Company Name: Xpert Xteriors

Street Address: 3720 Devin Court

P. O. Box Number: _____

City/State/Zip: Huntington, MD 20639

CONTRACT/PURCHASE AMOUNT: \$84,777 plus \$16,955 contingency

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 – 04-1E CDBG –HUD Projects (\$84,777 and \$16,955 contingency)

(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 B&O STATION ROOF REPLACEMENT PROJECT

WHEREAS, an Invitation For Bid (IFB) for Construction Services for the B&O Station Roof Replacement Project was duly advertised in the January 20, 2009 issue of the *Washington Post and eMaryland Marketplace*, and bids were received on February 12, 2009 from eight firms; and

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

WHEREAS, Xpert Xteriors 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 responsive and responsible bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council, that the City Manager be and is hereby authorized to enter into a contract for construction services for the B&O Station Roof Replacement Project to Xpert Xteriors, 3720 Devin Court, Huntington, Maryland 20639, in the estimated amount of Eighty-Four Thousand Seven Hundred Seventy-Seven Dollars (\$84,777), plus an additional Sixteen Thousand Nine Hundred Fifty-Five Dollar (\$16,955) contingency for unexpected expenses; said funds to be expended from the Capital Improvements Budget.

ADOPTED by the Mayor and City Council this 16th day of March, 2009.

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 16th day of March, 2009.

Angel L. Jones, City Manager