

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

October 19, 2009

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 City Hall Electrical Upgrades, Cable Control Room, and Council Chambers Improvements Project (\$407,900)

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 Electrical Upgrades, Cable Control Room, and Council Chambers Improvements Project. The project includes electrical upgrades, a new emergency generator, a new cable TV control room, and upgrades in the City Council Chambers.

Background: City staff hired Gipe Associates, Inc. to develop plans and specifications for the project in Fall 2008. The design was completed in summer of 2009 and subsequently bid. A mandatory pre-bid conference was held August 28, 2009. Sixteen (16) perspective bidders were in attendance. The following bids were received on September 28, 2009:

Bidders	Bid Tabulation
Tex/AM Construction, Company	\$568,141
Hascon, LLC	\$354,700

City staff reviewed the bids and found the low bidder, Hascon, LLC, to be both responsive and responsible. Hascon, LLC has performed work for the City including installation of the new Kentlands Mansion chiller, and the City Hall Fire Egress Project. Staff recommends award with a fifteen percent contingency or \$53,200, bringing the total requested funds to \$407,900. Staff believes a fifteen percent contingency is required due to the age of the Council Chambers/Gallery portion of the building and the potential that hidden conditions may increase the work scope.

Fiscal Impact: There are sufficient funds budgeted in the Capital Improvement Program Budget.

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: October 19, 2009

AUTHORIZING

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

RFP INFORMATION:

Advertisement Date August 21, 2009

Newspaper(s) Washington Post, eMaryland Marketplace

Bids Received (date) September 28, 2009

DESCRIPTION OF ITEM(S):

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

Award a contract for construction services for Electrical Upgrades, Cable Control Room, Council Chambers Improvements Project, ITB #2010-009.

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: \$354,700 plus \$53,200 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 – 70-2 (\$244,000), 07-1 (\$110,700) and a \$53,200 contingency

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

VERIFICATION OF AVAILABILITY OF FUNDS

Available ✓ Not available _____

[Signature] 10/13/09
Finance Dept. Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR THE
CITY HALL ELECTRICAL UPGRADES, CABLE CONTROL ROOM,
COUNCIL CHAMBERS IMPROVEMENTS PROJECT

WHEREAS, an Invitation For Bid (IFB) for Construction Services for the City Hall Electrical Upgrades, Cable Control Room, Council Chambers Improvements Project was duly advertised in the August 21, 2009 issue of the *Washington Post and eMaryland Marketplace*, and bids were received on September 28, 2009 from two firms; and

WHEREAS, the bids were reviewed and references checked according to the criteria in 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 lowest responsive and responsible bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that the City Manager is hereby authorized to enter into a contract for Construction Services for the City Hall Upgrades Project to Hascon, LLC, 10440 Little Patuxent Parkway, Suite 300, Columbia, Maryland 21044, in the estimated amount of Three Hundred Fifty-Four Thousand, Seven Hundred Dollars (\$354,700), plus an additional Fifty-Three Thousand Two Hundred Dollar (\$53,200) 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 October, 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 19th day
of October.

Angel L. Jones, City Manager