

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

November 16, 2009

CALL TO PODIUM:

Peter Geiling

RESPONSIBLE STAFF:

Peter Geiling
James D. Arnoult
Luis Zavala

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 Construction Services for the Gaithersburg Activity Center Entrance Improvements Project

SUPPORTING BACKGROUND:

Request: This is to request the Mayor and City Council authorize the City Manager to enter into a construction contract with Santosh, Inc. for the Gaithersburg Activity Center Entrance Improvement project. The project includes removal of the damaged concrete, installation of a drainage system for the front gutters and front walkway, and replacement of the storefront doors and windows.

Background: City staff hired Kuntz & Associates Architects to develop plans and specifications for the project in Spring 2009. Upon review, verification, and completion of the specifications, the project was bid on September 1, 2009. A mandatory pre-bid conference was held August 18, 2009. Four (4) perspective bidders were in attendance. The following bids were received on September 1, 2009:

Bidders	Bid Tabulation
Santosh Inc.	\$92,216
<i>Nastos Construction.</i>	<i>\$107,100</i>
Construction Corp.	\$108,725
G – W Management Inc,	\$118,900
Tito Contractors, Inc.	\$163,269

City staff reviewed the bids, contacted references, and reviewed the Dun and Bradstreet report. Staff found the Santosh, Inc. to be financially sound and capable of performing the work. Staff recommends award with a twenty percent contingency or \$18,443, bringing the total requested funds to \$110,659. Staff thinks a twenty percent contingency is required due to complexity of the project and unforeseen conditions.

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: November 16, 2009

AUTHORIZING

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

RFP INFORMATION:

Advertisement Date August 12, 2009

Newspaper(s) Washington Post, eMaryland
Market Place, Gaithersburg
Gazette

Bids Received (date) September 1, 2009

DESCRIPTION OF ITEM(S):

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

Award a contract for construction services for the Gaithersburg Activity Center Entrance Improvements, IFB # 2010-010.

CONTRACTED/PURCHASE FROM:

Company Name: Santosh, Inc.

Street Address: 5111 Berwyn Rd.

P. O. Box Number: _____

City/State/Zip: College Park, MD 20740

CONTRACT/PURCHASE AMOUNT: \$92,216 plus \$18,444 contingency

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

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

Acct. No. 593000 3343-591100, 83-2 Summit Hall Farm Park (\$92,216 and \$18,444 contingency)

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

VERIFICATION OF AVAILABILITY OF FUNDS

Available ✓ (19) Not available _____

[Signature]
Finance Dept.

11/16/09
Date

RESOLUTION NO. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT FOR
CONSTRUCTION SERVICES FOR THE GAITHERSBURG ACTIVITY CENTER
ENTRANCE IMPROVEMENTS PROJECT

WHEREAS, an Invitation For Bid (IFB) for Construction Services for the Gaithersburg Activity Center Entrance Improvements project was duly advertised in the August 12, 2009 issue of the *Washington Post and Gaithersburg Gazette*, and bids were received on September 1, 2009 from five firms; and

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

WHEREAS, Santosh, 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 responsive and responsible bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and is hereby authorized to enter into a contract for construction services for the Gaithersburg Activity Center Entrance Improvements Project to Santosh, Inc. 5111 Berwyn Road, Suite # 208 College Park, Maryland 20740, in the estimated amount of Ninety-Two Thousand Two Hundred Sixteen Dollars (\$92,216), plus an additional Eighteen Thousand Four Hundred Forty-Three Dollars (\$18,443) contingency for a total of One Hundred Ten Thousand Six Hundred Fifty-Nine Dollars (\$110,659); said funds to be expended from the Capital Improvements Budget.

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

Angel L. Jones, City Manager