



# REPORT TO COUNCIL

## City of Sacramento

# 31

915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

CONSENT  
June 26, 2007

Honorable Mayor and  
Members of the City Council

**Title: On-Call Master Contractor Services List for Public Facilities – Amendment 1**

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution** amending the On-Call Master Contractor Services List for Public Facilities for fiscal year (FY) 2007/08 and authorizing the City Manager or the City Manager's designee to execute one-year contracts with three one-year renewal periods for: 1) fire detection system services with Sentinel Fire in an amount not to exceed \$50,000 per fiscal year; 2) fencing services with Dynaram Construction in an amount not to exceed \$50,000 per fiscal year; and 3) roofing services with: a) Hester Roofing in an amount not to exceed \$90,000 per fiscal year; and b) Madsen Roofing in an amount not to exceed \$90,000 per fiscal year.

**Contacts:** Cynthia Kranc, Facilities Manager, 808-2258

**Presenters:** Not Applicable

**Department:** General Services

**Division:** Facilities and Real Property Management

**Organization No:** 3282

**Description/Analysis:**

**Issue:** The purpose of this report is to amend the On-Call Master Contractor Services List for Public Facilities approved by City Council on May 29, 2007 (Resolution 2007-322). Amending this on-call list to include the recommended contractors will support the mission of the Department of General Services to respond in a timely manner in delivering public facility projects throughout the City. The following services will be provided:

- Fire Detection System services
- Fencing services
- Roofing services

**Policy Considerations:** This action is consistent with Chapter 3.64 of the Sacramento City Code and complies with existing policies regarding contracts.



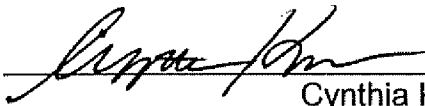
**Environmental Considerations:** Approval of an On-Call Master Contractor Services List for Public Facilities is not a project as defined by the California Environmental Quality Act (CEQA) guidelines, Section 15378. The recommended action involves no physical construction and has no potential to cause a significant impact to the environment.

**Rationale for Recommendation:** It is in the best interest of the City to amend the existing On-Call Master Contractor Services List for Public Facilities for the following reasons:

- On December 2, 2003, the City Council approved the Smith Culp Consultant Study recommendations (Resolution 2003-853) to improve the delivery of projects. One of the recommendations was to establish an on-call contractor list for cost effective and efficient delivery of contractor services; and
- Use of an on-call contractor services list will position the Department of General Services to deliver projects in a more cost-effective and efficient manner by expanding its capacity to meet critical project schedule requirements and by reducing the time needed to prepare, evaluate, and award contracts for each and every project. Additionally, unforeseeable conditions identified during the course of projects may be addressed immediately.

**Financial Considerations:** Each contract will be executed as soon as possible for FY2007/08 for the full amount identified in Exhibit A. However, purchase orders encumbering funds under these contracts will not be opened until projects are identified and the City's FY2007/08 budget has been approved, which will be effective July 1, 2007. Funding for each purchase order will be provided for in capital improvement project budgets or in department operating budgets as projects are identified. Contractors may have multiple assignments in a given fiscal year, however, the aggregate amount shall not exceed; \$50,000 for fire detection system services, \$50,000 for fencing services, and \$90,000 for roofing services, per contractor, per fiscal year.

**Emerging Small Business Development (ESBD):** The Bid required contractors to meet the City's 20% ESBD goal. All four firms selected for the On-Call Master Contractor Services List for Public Facilities List either met or exceeded this goal.

Respectfully Submitted by:   
Cynthia Kranc  
Facilities Manager

Approved by: Reina J. Schwartz  
Reina J. Schwartz  
Director, Department of General Services

Recommendation Approved:

Ray Kerridge  
Ray Kerridge  
City Manager

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**Attachment 1**

**Background Information**

- On December 2, 2003, the City Council approved the Smith Culp Consultant Study recommendations (Resolution 2003-853) to improve the delivery of projects. One of the recommendations was to establish an on-call contractor list for cost effective and efficient delivery of contractor services.
- On March 12, 2007, the Department of General Services posted a request for bids for on-call contractor services for public facilities projects. The document was advertised on the City's internet site at <http://www.cityofsacramento.org/finance/bids>.
- On March 30, 2007, eleven companies submitted bid proposals. Three bids were deemed non-responsive and rejected. A total of eight companies are being placed on the On Call Master Contractor list, all of which meet the 20% ESBD goal.
- On May 29, 2007, City Council approved an On-Call Master Contractor Services List for Public Facilities for fiscal year 2007/08 and authorizing the City Manager or his designee to execute contracts with three one-year renewal periods for Heating, Ventilation and Air Conditioning (HVAC) – Small Tonnage services, HVAC – Large Tonnage services; Flooring services, and Fire Sprinkler services. The following contract services are on the On-Call Master Contractor Services List for Public Facilities:

<b>On-Call Contractors – Current List</b>			
<b>Type of Service</b>	<b>Company Name</b>	<b>Contract Amount</b>	<b>ESBE %</b>
HVAC - Small Tonnage	Mielcasz & Associates	\$50,000	100%
	On Line Heating and Air	\$50,000	100%
HVAC – Large Tonnage	American Chiller Service, Inc.	\$95,000	100%
Floor Services	A&P Flooring	\$75,000	100%
	Dynamic Commercial Flooring	\$75,000	33%
	Waldo Bowers Floor Covering	\$75,000	84%
Fire Sprinkler Services	Marquee Fire Protection	\$35,000	100%
	Nor-Cal Fire Protection	\$35,000	100%

- It is estimated that the use of an On-Call Master Contractor list will address 90 percent of the projects requiring these contractor services scheduled to be delivered by the Department of General Services.
- Staff anticipates adding additional services to this list over the course of the next several months.
- Specific "not to exceed" dollar amounts for each type of service were based on past City use of each type of service as well as average cost of past contracts.
- Once placed on the rotating on-call selection list, each contractor will submit a proposal for services based on specific project requests.
- Contracts for specific projects that exceed the dollar limits as established for the On-Call Master Contractor Services List, as described will be procured separately in compliance with the City Code and adopted policies.

## **RESOLUTION NO. 2007-XXXX**

### **Adopted by the Sacramento City Council**

**June 26, 2007**

**AMEND THE ON-CALL MASTER CONTRACTOR SERVICES LIST FOR PUBLIC FACILITIES FOR FISCAL YEAR 2007/08 AND AUTHORIZE THE CITY MANAGER OR THE CITY MANAGER'S DESIGNEE TO EXECUTE ONE-YEAR CONTRACTS WITH THREE ONE-YEAR RENEWAL PERIODS FOR: 1) FIRE DETECTION SYSTEM SERVICES WITH SENTINEL FIRE IN AN AMOUNT NOT TO EXCEED \$50,000 PER FISCAL YEAR; 2) FENCING SERVICES WITH DYNARAM CONSTRUCTION IN AN AMOUNT NOT TO EXCEED \$50,000 PER FISCAL YEAR; AND 3) ROOFING SERVICES WITH: A) HESTER ROOFING IN AN AMOUNT NOT TO EXCEED \$90,000 PER FISCAL YEAR; AND B) MADSEN ROOFING IN AN AMOUNT NOT TO EXCEED \$90,000 PER FISCAL YEAR.**

#### **BACKGROUND**

- A. On December 2, 2003, the City Council approved the Smith Culp Consultant Study recommendations (Resolution No. 2003-853) to improve the delivery of projects. One of the recommendations was to establish an on-call contractor list for cost effective and efficient delivery of contractor services.
- B. On March 12, 2007, the Department of General Services posted a request for bids (<http://www.cityofsacramento.org/finance/bids>) for on-call contractor services for public facilities projects. On March 30, 2007, eleven companies submitted bid proposals. Three bids were deemed non-responsive and rejected. A total of eight companies are being placed on the On-Call Master Contractor list, all of which met or exceeded the City's 20% ESBID goal.
- C. On May 29, 2007, City Council approved an On-Call Master Contractor Services List for Public Facilities for fiscal year (FY) 2007/08 (Resolution 2007-322), and authorized the City Manager or his designee to execute contracts with three one-year renewal periods for Heating, Ventilation and Air Conditioning (HVAC) – Small Tonnage services, HVAC – Large Tonnage services; Flooring services, and Fire Sprinkler services.
- D. It is estimated that this process will address 90 percent of the projects requiring contractor services scheduled to be delivered by the Department of General Services.

- E. Use of an on-call contractor services list will position the Department of General Services to deliver projects in a more cost-effective and efficient manner by expanding its capacity to meet critical project schedule requirements and by reducing the time needed to prepare, evaluate, and award contracts for each and every project. Additionally, unforeseeable conditions identified during the course of projects may be addressed immediately.
- F. The Department of General Services maintains the City's On-Call Master Contractor Services List. As additional needs for on-call services are identified and approved by the City Council the list will be amended.
- G. Contracts for specific projects that exceed the dollar limits as established for the On-Call Master Contractor Services List, as described will be procured separately in compliance with the City Code and adopted policies.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. Sentinel Fire, Dynaram Construction, Hester Roofing and Madsen Roofing are added, for the services listed below, to the On-Call Master Contractor Services List for Public Facilities as approved by the City Council and maintained by the Department of General Services.
- Section 2. The City Manager or the City Manager's designee is authorized to execute one-year contracts for FY2007/08 with three one-year renewal periods for FY2008/09, FY2009/10 and FY2010/11. However, purchase orders encumbering funds under these contracts will not be opened until projects are identified and the City's budget for the applicable fiscal year has been approved.
- Section 3. The City Manager or the City Manager's designee is authorized to execute a contract for fire detection system services with Sentinel Fire in an amount not to exceed \$50,000 for FY2007/08.
- Section 4. The City Manager or the City Manager's designee is authorized to execute a contract for fencing services with Dynaram Construction in an amount not to exceed \$50,000 for FY2007/08.
- Section 5. The City Manager or the City Manager's designee is authorized to execute a contract for roofing services with Hester Roofing in an amount not to exceed \$90,000 for FY2007/08.
- Section 6. The City Manager or the City Manager's designee is authorized to execute a contract for roofing services with Madsen Roofing in an amount not to exceed \$90,000 for FY2007/08.
- Section 7. The City Manager or the City Manager's designee is authorized to renew



the contract by change order for fire detection system services with Sentinel Fire in an amount not to exceed \$50,000 in each of the next three fiscal years (FY2008/09, FY2009/10 and FY2010/11) provided there are sufficient funds available in the budget for the applicable fiscal years.

Section 8. The City Manager or the City Manager's designee is authorized to renew the contract by change order for fencing services with Dynaram Construction in an amount not to exceed \$50,000 in each of the next three fiscal years (FY2008/09, FY2009/10 and FY2010/11) provided there are sufficient funds available in the budget for the applicable fiscal years.

Section 9. The City Manager or the City Manager's designee is authorized to renew the contract by change order for roofing services with Hester Roofing in an amount not to exceed \$90,000 in each of the next three fiscal years (FY2008/09, FY2009/10 and FY2010/11) provided there are sufficient funds available in the budget for the applicable fiscal years.

Section 10. The City Manager or the City Manager's designee is authorized to renew the contract by change order for roofing services with Madsen Roofing in an amount not to exceed \$90,000 in each of the next three fiscal years (FY2008/09, FY2009/10 and FY2010/11) provided there are sufficient funds available in the budget for the applicable fiscal years.

**Exhibit A**

**On-Call Master Contractor Services List for Public Facilities**

<b>Type of Service</b>	<b>Company Name</b>	<b>Contract Amount</b>	<b>ESBE %</b>
Fencing Services	Dynaram Construction	\$50,000	100%
Fire Detection Systems	Sentinel Fire	\$50,000	100%
Fire Sprinkler Services	Marquee Fire Protection	\$35,000	100%
	Nor-Cal Fire Protection	\$35,000	100%