

COUNCIL ACTION FORM

SUBJECT: NON-ASBESTOS INSULATION AND RELATED SERVICES AND SUPPLY CONTRACT FOR POWER PLANT

BACKGROUND:

On August 26, 2014, City Council approved preliminary plans and specifications for a Non-Asbestos Insulation and Related Services and Supplies Contract. This contract involves the removal, repair, and reinstallation of non-asbestos insulation of all types at the City's Power Plant.

This contract is to provide non-asbestos insulation services for the period from the award date through June 30, 2015. This timing allows for this and future renewals to coincide with the City's fiscal year. The contract includes a provision that would allow the City to renew the contract for up to four additional one-year terms.

Bid documents were issued to nineteen potential bidders. The bid was advertised on the Current Bid Opportunities section of the Purchasing webpage and a Legal Notice was published in the Ames Tribune. The bid was also sent to one plan room. **The bid due date was September 25, 2014 and the City did not receive any bids.**

Staff contacted several of the bid plan holders to determine the reason no bids were received, and learned that it was due to bid due date inconsistencies in the bid document. Based on the discussions with the existing plan holders, staff is confident that the City will receive bids if these services are rebid with the correct bid due dates.

The approved FY2014/15 Power Plant operating budget includes \$90,000 for these services. Invoices will be based on contract rates for time and materials for services that are actually received.

ALTERNATIVES:

1. a. Accept the report of no bids.
b. Direct staff to rebid the project.
c. Approve the updated preliminary plans and specifications for reissuance of the Non-Asbestos Insulation and Related Services and Supplies Contract and set November 12, 2014, as the bid due date and November 25, 2014, as the date of hearing and award of contract.
2. Do not direct staff to rebid these services and procure them on an as needed basis.

MANAGER'S RECOMMENDED ACTION:

This contract is needed to carry out emergency and routine non-asbestos insulation services at the Power Plant. The contract will establish rates for service and provide for guaranteed availability, thereby setting in place known rates for service.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No.1 as stated above.