

COUNCIL ACTION FORM

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

BACKGROUND:

On October 14, 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 seventeen 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.

On November 12, 2014, one bid was received as shown below:

Total Insulation Mechanical, Inc., Story City, IA

After evaluation, staff determined that the bid submitted by Total Insulation Mechanical, Inc. is non-responsive. The non-responsiveness of the bid is due to the bidder not providing bid security with its bid.

Based on discussions with existing plan holders, including Total Insulation Mechanical, Inc., staff is confident that the City will receive bids if these services are rebid.

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 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 December 17, 2014, as the bid due date and January 13, 2015, 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.