



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 21, 2022**

FROM: PARKS, RECREATION AND COMMUNITY SERVICES DEPARTMENT **WARDS: 2**

SUBJECT: REJECT ALL BIDS FOR BID NO. 7901 FOR HEATING, VENTILATING, AND AIR CONDITIONING UNIT INSTALLATION AT CESAR CHAVEZ COMMUNITY CENTER; AND AUTHORIZE STAFF TO REBID THE PROJECT WITH REVISED BID SPECIFICATIONS.

ISSUE:

Reject all bids for bid No. 7901, Heating, Ventilating, and Air Conditioning unit installation at Cesar Chavez Community Center and authorize staff to rebid the project with revised bid specifications and authorize staff to rebid the project with revised bid specifications.

RECOMMENDATIONS:

That the City Council:

1. Reject all bids for Bid No. 7901, Heating, Ventilating, and Air Conditioning unit installation at Cesar Chavez Community Center.
2. Authorize staff to rebid the project with revised bid specifications.

BACKGROUND:

The Heating, Ventilating, and Air Conditioning (HVAC) unit installation project entails the installation of twelve HVAC units at Cesar Chavez Community Center. Staff requested bids for the HVAC unit installation and eight bids were received on February 23, 2022. However, after bids were opened, staff realized that there was a discrepancy between the bid documents and Q&A responses. Air balancing was a requirement in the bid package and during the questions and answer period vendors were notified that Air Balancing would not be part of the project. An addendum was not submitted with the change in scope of work and the bid documents did not correspond with the Question and Answers. Therefore, the Parks, Recreation, and Community Services Department is requesting to reject all bids, and to rebid the project.

DISCUSSION:

City staff has reviewed the eight bids that were submitted on February 23, 2022. In the original bid documents, the city reserved the right, in its sole discretion, to reject any bid which fails to meet bid requirements in any respect, or to reject all bids for any reasons. City staff believes that it is in the City's best interest to reject all bids and re-post the request for bids. The proposed re-posting will occur immediately to reduce the impact of the potential heat that could occur in the late summer months.

The Purchasing Manager Concurs in rejecting all bids to install the Heating, Ventilating, and Air Conditioning project is in compliance with Purchasing Resolution No. 23256, Section 507.

STRATEGIC PLAN ALIGNMENT:

The work contributes to the **Strategic Priority 1 – Arts, Culture and Recreation** and **Goal 1.3** Improve parks, recreational amenities, open space, and trail development, and fulfill critical lifecycle and facility maintenance needs.

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Well maintained Community Service facilities serve the public interest, benefit the City's diverse populations, and result in greater public good.
2. **Equity** – Parks, Recreation and Community Services Department strives to improve all Community Service facilities to provide safe and well-maintained buildings throughout the City.
3. **Fiscal Responsibility** – This project was and will be publicly bid and a construction contract will be awarded to the lowest responsive and responsible bidder.
4. **Innovation** – Riverside is inventive and timely in meeting the community's changing needs and prepares for the future through adaptive processes to meet the Heating, Ventilating, and Air Conditioning (HVAC) standard safety and guidelines.
5. **Sustainability & Resiliency** – Regular preventive maintenance and scheduled replacement of Heating, Ventilating, and Air Conditioning (HVAC) units will improve the HVAC efficiency will greatly benefits the City's facilities.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

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| Prepared by: | Pamela M. Galera, Parks, Recreation and Community Services Director |
| Certified as to availability of funds: | Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer |
| Approved by: | Kris Martinez, Assistant City Manager |
| Approved as to form: | Phaedra A. Norton, City Attorney |