



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 15, 2021

FROM: FIRE DEPARTMENT WARDS: ALL

SUBJECT: PROFESSIONAL SERVICES AGREEMENT WITH SOUTH COAST INDUSTRIAL DOOR OF CORONA, CALIFORNIA FOR CITY-WIDE DOOR MAINTENANCE AND REPAIR FOR A ONE-YEAR TERM IN THE AMOUNT OF \$261,500 WITH AN OPTION TO EXTEND FOUR ADDITIONAL ONE-YEAR TERMS NOT TO EXCEED FIVE YEARS OR \$617,500

ISSUE:

Approve the Professional Services Agreement with South Coast Industrial Door of Corona, California for City-wide door maintenance and repair for a one-year term in the amount of \$261,500 with an option to extend four additional one-year terms not to exceed five years or \$617,500.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Services Agreement with South Coast Industrial Door of Corona, California for City-wide door maintenance and repair to city overhead doors for a one-year term in the amount of \$261,500 with an option to extend four additional one-year terms not to exceed five years or \$617,500; and
2. Authorize the City Manager, or his designee, to execute the repair and maintenance contract with Southcoast Industrial Door of Corona, California, including making minor and non-substantive changes, and to execute any contract extensions, subject to availability of funds.

BACKGROUND:

City departments utilize several different vendors to meet repair and maintenance needs of overhead garage doors. In addition to using a wide variety of vendors for repair needs, some overhead doors are not regularly inspected or maintained, directly impacting the life expectancy and operation of the doors.

The Purchasing Division reviewed repair and maintenance service levels used by other departments in an effort to consolidate all overhead garage door maintenance and repair to one vendor to increase operational efficiency, extend the useful life of overhead doors, decrease downtime, and reduce emergency repairs. The Purchasing Division worked with departments to

develop a list of 214 doors throughout the city that could benefit from preventative maintenance and minor repairs.

The Fire Department took the lead on the overhead door maintenance and repair vendor procurement as the regular maintenance and repair has a significant operational impact on the 14 fire stations located throughout the city.

DISCUSSION:

The Purchasing Division released Request for Proposal (RFP) No. 2033 Citywide Door Maintenance and Repair on PlanetBids on October 6, 2020 to solicit proposals from qualified door service providers. Services outlined in the request included repair and maintenance on overhead garage doors at various locations throughout the city (Attachment 1) including the addition or removal of doors and regularly scheduled preventative maintenance. On October 22, 2020 three proposals were received in response to the RFP. Staff reviewed, evaluated, and scored the proposals based on qualifications, monthly cost, experience, references, approach and methodology. South Coast Industrial Door of Corona, California received the highest score among the three proposals and was selected as the most qualified company.

Proposer Name	Location	Rank
South Coast Industrial Door	Corona, CA	1
Commercial Door Company	Pomona, CA	2
Noble E&C Inc.	Diamond Bar, CA	3

The Purchasing Division negotiated the mark-up of rates from 20% to 10% and reduced the two-man hourly rate from \$275 to \$260 per hour.

The Purchasing Manger concurs that this purchase is in compliance with Purchasing Resolution 23256.

FISCAL IMPACT:

Sufficient funds are available in the following accounts to award the contract and complete the Project.

Department	Account #	Allocated five (5) year Budget
Airport	2245000-421000	\$26,000
Community Economic Development	2880100-421000 and 2880200-421000	\$7,500
Fire Department	3510000-424130 and 8001401-424130	\$280,000
General Services	7222100-424130 and 221500-4242100	\$110,000
Parks and Recreation	521500-424130	\$94,000
Police Department	3105000-424130	\$50,000
Public Utilities	6100009320-42413006	\$50,000
Total:		\$617,500

Prepared by: Michael Moore, Fire Chief
 Certified as to

availability of funds: Edward Enriquez, Chief Financial Officer/Treasurer

Approved by: Lea Deesing, Assistant City Manager

Approved as to form: Kristi J. Smith, Interim City Attorney

Attachments:

1. Overhead Door Locations
2. Bid Award Recommendation
3. Agreement for Repair and Maintenance