



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: OCTOBER 24, 2023

FROM: LIBRARY DEPARTMENT WARDS: ALL

SUBJECT: REJECT ALL BIDS FOR BID NO. 8022 FOR THE ELECTRICAL AND DATA IMPROVEMENTS FOR REMOTE LOCKERS AT VARIOUS CITY LOCATIONS AND AUTHORIZE STAFF TO RELEASE A REVISED REQUEST FOR BIDS

ISSUE:

Reject all bids for Bid No. 8022 for the electrical and data improvements for remote lockers at various City locations due to the lack of qualified responses and for exceeding the Library's budgeted amount and authorize staff to release a revised Request for Bids to obtain more qualified responses.

RECOMMENDATIONS:

That the City Council:

1. Reject all bids for Bid No. 8022 for the electrical and data improvements for remote lockers at various city locations; and
2. Authorize staff to release a revised Request for Bids.

BACKGROUND:

On November 9, 2021, the City Council approved the American Rescue Plan Act (ARPA) funding expenditure plan for the first allocation of \$36,767,594. As part of the expenditure plan, the Riverside Public Library program called "Your Library Your Neighborhood" Program was approved under the expenditure categories for services to disproportionately impacted communities and education assistance. The total expenditure authorized for the program is in the amount of \$345,000.

The expenditure category for remote lockers provides library customers with the ability to request library books to be picked up at any of the lockers throughout the city. The remote lockers will be positioned at various sites, such as parks and community centers throughout the City of Riverside. Library staff consulted with the Parks, Recreation and Community Services department to identify possible locations for installation of the remote lockers in preparation for a notice to invite contractors to bid on the project specifications.

A Request for Proposals No. 8022 was generated by the General Services Department for the electrical and data improvements for the remote lockers at various city locations.

DISCUSSION:

On June 15, 2023, the Purchasing Division posted Bid No. 8022 on the City's website for the electrical and data improvements for remote lockers at various City locations. The City had 35 Prospective Bidders listed, 20 of which were classified as potential Prime bidders.

On June 28, 2023, a non-mandatory pre-bid job walk was held at the Riverside Main Library, 3900 Mission Inn Avenue. The Pre-Bid Meeting RSVP report showed 12 attendees from 10 prospective bidding companies, including attendees from two of the prospective bidding companies.

On July 27, 2023, two bids were received in response to Request for Proposal No. 8022. One bid was ruled not responsive due to experience and license requirements not being met, and the second bid exceeded the Library's budgeted amount allocated in the ARPA Spending Plan.

The Non-Bidder Reasons Report was filled out by five potential bidders. Two of the responses were marked as other with no detail, one was a plan room that does not bid, one marked scope too small and the last one stated did not attend job walk and did not have enough information to provide a responsive bid.

Purchasing Resolution 23914 Section 507 states "Rejection of Bids. The Manager may in his/her discretion reject any and all Bids, or any segregable portions thereof, for any one or more type of Goods, Services or Construction included in the Specifications when the public interest is served thereby, provided specifically that any potential award does not otherwise require consideration by the Awarding Entity, in which case any rejection or award shall be made by the Awarding Entity. The Awarding Entity may also take any other action permitted by Section 1109 of the City Charter."

The Purchasing Manager concurs that the recommendation to reject all bids for Request for Proposal Bid No. 8022 for the electrical and data improvements for remote lockers at various city locations is in accordance with Purchasing Resolution No. 23914, Section 507.

STRATEGIC PLAN ALIGNMENT:

The item presented in this report contributes to Strategic Priority No. 1 *Arts, Culture & Recreation* and Goal 1.1 - Strengthen Riverside's portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.

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

1. **Community Trust** - This item aligns with Community Trust by minimizing the expenditure of City funds through community partnership and involving the members of the community to encourage or enhance communication.
2. **Equity** - This item aligns with Equity by facilitating equitable distribution of services to every member of the community.
3. **Fiscal Responsibility** - This item aligns with Fiscal Responsibility as the community would benefit, given that this purchase has minimal financial implications for the City, as the funds from the American Recovery Plan Act grant will be utilized.

4. **Innovation** - This item aligns with Innovation by continuing partnership with Library's other supplemental funding sources.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by other fund development opportunities.

FISCAL IMPACT:

There is no fiscal impact associated with this action.

Prepared by: Erin Christmas, Library Director
Certified as to
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by: Kris Martinez, Assistant City Manager
Approved as to form: Phaedra A. Norton, City Attorney

Attachments:

1. Bid Rejection Recommendation
2. Bid Tabulations