Item No. 5D

CITY OF FLAGSTAFF STAFF SUMMARY REPORT

To:

The Honorable Mayor and Council

From:

Sergio Enriquez, Facilities Maintenance Mgr, x7347

Public Works, Facilities Division

Date:

May 7, 2008

Meeting Date:

June 3, 2008

Title:

Annual Purchase of Facility Maintenance and Capital Improvement Services through established Mohave Educational Services Cooperative contracts and

through Arizona State Procurement Office contracts.

Recommended Action:

Authorize use of the Mohave Educational Services Cooperative contracts and Arizona State Procurement Office contracts for Facility Maintenance repairs and minor Capital Improvements in the amount of \$348,000 plus a contingency of 10% for a total of \$382,800.

ACTION SUMMARY:

Authorize City staff to procure services from Mohave Educational Services Cooperative (MESC) and Arizona State Procurement Office Contracts, both existing Intergovernmental Agreements (IGA) for facility maintenance repairs and minor capital improvement work for fiscal year 2009 as listed in Attachment A.

City staff will request approval from the Change Order Committee for all projects that exceed budget.

DISCUSSION:

Background/History:

Authorization to use MESC Purchasing Agreements and Arizona State Procurement contracts for planned construction repair projects that allow the City on an as needed basis to procure services with established contractors from all disciplines.

MESC went through an extensive proposal process in which they selected contractors to provide construction services under the alternative construction delivery method, Job Order Contracting. A long-term master contract has been established with standard specifications and pricing based upon a coefficient that is applied to a Unit Price Book (RS Means) for the



and pricing based upon a coefficient that is applied to a Unit Price Book (RS Means) for the various tasks and supplies to be provided by each of the selected contractors. This process will be utilized for certain projects listed in Attachment A.

The Arizona Department of Administration, State Procurement Office, is the central procurement authority for the State of Arizona. Procurement is managed through the development of policies, training, and agency delegations. They also establish and administer statewide contracts for state agencies and political subdivisions. These contracts are established from individual requests and focus-group activities with the State agencies and participating members of the Cooperative Purchasing Partnership includes over 400 colleges and universities, counties, cities, school districts and qualified not-for-profit organizations.

The State Procurement Office went through an extensive proposal process in which they selected contractors to provide construction services under the alternative construction delivery method, Job Order Contracting. A long-term master contract has been established with standard specifications and pricing based upon a coefficient that is applied to a Unit Price Book (RS Means) for the various tasks and supplies to be provided by each of the selected contractors. This process will also be utilized for certain projects listed in Attachment A.

Key Considerations:

By utilizing MESC and State Agreements we are able to compress the amount of time it takes to complete the projects and receive discounted pricing.

Community Benefits and Considerations:

Services have already been secured through an open competitive process.

Community Involvement:

Not applicable.

Financial Implications:

Expenditures are budgeted within Facilities Maintenance Division 29 (001-2903-541-3850 - \$487,000 budgeted in FY09) for City Buildings and USGS Division 20 (001-2006-546-3850 - \$210,000 budgeted in FY09) for all USGS buildings. Please review the attachments for planned expenditures and budgeted amounts.

Options and Alternatives:

Utilize traditional construction bid methods and/or hire an architect to prepare plans and specifications and then secure competitive bids from contractors. This alternative will delay completion of the projects by an initial 120 days.

Attachments/Exhibits:

Attachment A: Capital Improvements & Major Repairs 2009.

Department Head (Acknowledgment that all reviews have been completed and required approvals initialed below.)

INITIALS	RESPONSIBILITY	DA,TE /	INITIALS	RESPONSIBILITY	DATE
puc.	BIDS/PURCHASES GRANTS	5/21/08	1	FINANCE/BUDGET CONTRACTS	52201
- QC)	LEGAL <i>PUBLIC WOLKS</i>	Chilas		IGAS	<u></u>
DATE OF CO	OUNCIL APPROVAL:	2/21/14-	72	FACILITIES	

ATTACHMENT A

City Buildings Planned - Capital Improvements & Major Repairs 2009 (Mohave MESC or Arizona State Procurement Contract)

		\$230,000		ubtotal:	Improvements & Repairs Subtotal:
Mohave Coop or State Contract	September 2008	000'0E\$	Misc. perimeter repairs.	216 W. Phoenix Ave.	Roofing: Home Alternatives Subtotal:
Mohave Coop or State Contract	December 2008	\$50,000 \$ 50,000	Staff CR carpet, P&R old offices, Fire carpet	211 W. Aspen	Flooring: City Hall Subtotal:
Mohave Coop or State Contract	Month Proposed March 2009	Budget Amount \$70,000 \$70,000	Description of work Upgraded electrical service for new Chiller.	Address 1850 N. Turquoise	Electrical: J. Lively Ice Rink Subtotal:
Vendor/Contract Mohave Coop or State Contract Mohave Coop or State Contract	Month Proposed October 2008 December 2008.	Budget Amount \$5,000 \$75,000 \$80,000	Description of work Replace 4 windows in Aerobics. Expand shop for Facilities area.	<u>Address</u> 2403 N. Izabel Thorpe Road	Other & Furniture: Flagstaff Recreation Center Thorpe Shop (Facilities Exp.) Subtotal:

<u>USGS</u> Planned - Capital Improvements & Major Repairs 2009 (Mohave MESC or Arizona State Procurement Contract)

		\$118 000		Improvements & Repairs Subtotal:	Improvements 8
Mohave Coop or State Contract Mohave Coop or State Contract	May 2009. May 2009.	\$50,000 \$25,000 \$75,000	Replacement of two units. Replacement of two units.	2255 N. Gemini Drive 2255 N. Gemini Drive	HVAC: USGS #3 USGS #4 Subtotal:
Vendor/Contract Mohave Coop or State Contract Mohave Coop or State Contract	Month Proposed July 2009. July 2009.	Budget Amount \$28,000 \$15,000 \$43,000	Description of Work Delayed in FY08, re-scheduled for FY09. Delayed in FY08, re-scheduled for FY09.	Address Exterior painting. Offices.	Painting: USGS #4 USGS #5 Subtotal: