



**AGENDA ITEM EXECUTIVE SUMMARY**

Agenda Item number: 5.b

Title:

Recommendation to Waive the Formal Bid Procedure for Bid Package #2 and Bid Package #3 for the Police Station Project

Presenter:

Peter Suhr, Jim Keegan, Riley Construction

Meeting: Government Services Committee

Date: May 29, 2018

Proposed Cost: N/A

Budgeted Amount: N/A

Not Budgeted:

**Executive Summary** *(if not budgeted please explain):*

In preparation for the upcoming Police Station Bid Package #2 Award in July and subsequent Bid Package #3 Award in October, staff is requesting City Council to waive the bid procedure and instead accept quotations from pre-qualified contractors and sub-contractors. Staff and Riley Construction recognize the need to be fiscally responsible on this project and therefore will be transparent with all proposals received prior to recommendations. We request waiving the bid procedure for the following reasons:

- Due to the complexity of Bid Package #2 and Bid Package #3, including multiple sub-contractors, alternative proposal options and unit prices, staff would prefer to have the flexibility to evaluate and recommend each proposal as it relates to the overall project.
- Staff understands based on the City’s Policy Regarding Local Vendor Preference, that there is a general interest to hire local contractors. By waiving the bid procedure, staff can evaluate and recommend if opportunities arise.
- Often times with a complex project such as this, a particular contractor may have a volunteer alternative or creative idea resulting in cost reductions. Staff would prefer to have the ability to discuss, negotiate and implement such alternatives with contractors after proposals are open and prior to recommendation to Committee.
- As required for Bid Package #1, contractors will be pre-qualified in advance of receiving final quotes; therefore the qualification process associated with the bid procedure is not necessary.

**Attachments** *(please list):*

\* Bid Waiver Form

**Recommendation/Suggested Action** *(briefly explain):*

Recommendation to Waive the Formal Bid Procedure for Bid Package #2 and Bid Package #3 for the Police Station Project.

**REQUEST FOR WAIVING BID PROCEDURE**

We request the City Council to waive the bid procedure and accept the quotation (requiring two-thirds City Council vote) submitted by:

(NAME AND ADDRESS OF VENDOR)

For the purchase of: Construction Services.

At a cost not to exceed: (PRICING INFORMATION).

Reason for the request to waive the bid procedure: Due to the complexity of Bid Package #2 and Bid Package #3 for the Police Station project, including multiple sub-contractors, alternative proposal options and unit prices, staff would prefer to have the flexibility to evaluate each proposal as it relates to the overall project and recommend proposals based not solely on cost. In addition, staff may recommend a local contractor over another based on the City's Policy Regarding Local Vendor Preference. In addition, often times with a complex project such as this, a particular contractor may have a volunteer alternative or creative idea resulting in cost reductions. Staff would prefer to have the ability to negotiate such alternatives with contractors prior to recommendation to Committee. In addition, as required for Bid Package #1, contractors will be pre-qualified in advance of receiving final quotes; therefor the qualification process associated with the bid procedure is not necessary.

Other Quotations Received: See Final Bid Tabulation

Date: 29 May 2018

Requested by: Chief Jim Keegan & Peter Suhr

Department Director: Jim Keegan & Peter Suhr

Purchasing Manager: Joan Schouten

**THIS REQUEST FORM MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING COMMITTEE APPROVAL FOR WAIVING OF THE BID PROCEDURE. REQUESTS FORWARDED DIRECTLY TO THE CITY COUNCIL (AND BYPASSING COMMITTEE) MUST BE SIGNED BY ALL PARTIES PRIOR TO REQUESTING CITY COUNCIL APPROVAL. SUCH REQUESTS ARE TO BE OF AN EMERGENCY NATURE WHERE TIME IS OF THE ESSENCE.**