



## REPORT TO CITY COUNCIL

**To:** Honorable Mayor and Members of the City Council

**From:** Grant Yates, City Manager

**Prepared by:** Jason Simpson, Assistant City Manager

**Date:** July 11, 2017

**Subject:** Agreement to New Millennium Construction Services for the Office Improvements located at 112 S Main Street adjacent to City Hall

### **Recommendations**

1. Award an Agreement to New Millennium Construction Services for office improvements.
2. Authorize the City Manager to execute the agreement in an amount not to exceed \$99,890.00 and in such final form approved by the City Attorney.

### **Background**

On June 8, 2017, staff initiated a bid invitation (Request for Proposal (RFP)) through Planet Bids on the City's website, for office improvements located at 112 S. Main Street adjacent to City Hall. The improvement proposal deadline was June 23, 2017, at 2:00P.M. On June 15, 2017, an on-site walk through off the building was conducted. During this walk through details on the specific requirements were visually pointed out and discussed with the interested bidders. In addition, special considerations were discussed that could influence a bidders submittal. The entire building office space (both inside and outside areas) were made available to the contractors and their sub-contractors for a thorough examination.

Two (2) proposals were received on or before the deadline. This contractor, New Millennium Construction Services, was interviewed, determine responsive and complete and the proposal amount is within the anticipated cost estimate for the scope of work.

### **Discussion**

The purpose of the RFP process was to seek competitive pricing for the office improvements. The overall essentials in the scope of work are summarized below as general requirements:

#### **General Requirements**

- Demo exiting drywall, flooring, electrical and ceiling
- Repair roof structure at skylight (5) 2"X16"X20'

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- Install all new electrical wiring, lighting and main power panel (Contractor shall provide electrical plan for City review and approval)
- Build new front to rear party wall
- Build two new offices with doors
- Remove front glass and repair and install new front wall, glass and door with ADA opener
- Install new T-bar ceiling throughout
- Level existing concrete floor and install new carpet with base boards
- Texture and paint all walls
- Rehab existing bathroom with new fixtures door etc.....
- Building new front counter and public sitting area

Name of Company	Bid Amount
New Millennium Construction Services	\$99,890.00
Maples and Associates	\$114,000.00

Following the approval of this agenda item work will immediately begin on the office improvements. Staff has reviewed and verified the contractor has a valid license and a review of the contractor's references.

**Fiscal Impact**

The office improvements are included in the current Fiscal Year operating budget.

**Exhibits**

A: Agreement