

Purchase Request #2
Regular Board Meeting March 22, 2016
Consideration of Approval of Annual Contract to
Purchase Electrical and Parking Lot
Lighting Maintenance Services for the District

ADMINISTRATION RECOMMENDATION/REPORT

The District President recommends the Board of Trustees approve an annual contract to purchase electrical & parking lot lighting maintenance services for the District from Today's Electric (Primary Vendor) and Hot Wire Electric, Inc. (Secondary Vendor).

BACKGROUND

The intent of this annual contract is for the vendor(s) to provide labor and materials for each project on an "as required" basis. This contract will supplement work done in-house.

An invitation to bid (ITB) Number 3930, was issued to procure electrical & parking lot lighting services and repair. Four (4) responses were received and evaluated by the District's Facility Plant Operations Managers who determined the bids submitted by Today's Electric and Hot Wire Electric, Inc. would provide the best value to the District. The bids submitted by Today's Electric and Hot Wire Electric, Inc. were determined to be both responsible and responsive to all solicitation requirements.

IMPACT OF THIS ACTION

The District utilizes this contract for electrical work that requires licensing and code compliance. Currently the College does not have a Licensed Master Electrician on staff so utilizing this service is a local and state requirement when it comes to compliance.

BUDGET INFORMATION (INCLUDING ANY STAFFING IMPLICATIONS)

The three (3) year estimated expenditure is \$615,000.00. This expenditure is funded by the District's Campus Facility Plant Operations 2015-2016 operating budget and subsequent year budgets, subject to Board approval of budget.

MONITORING AND REPORTING TIMELINE

The term of contract will be three (3) years, beginning April 1, 2016 through March 31, 2019.

ATTACHMENTS

Attachment 1 – Tabulation

RESOURCE PERSONNEL

Ken Lynn	Acting VP of Administrative Services/CFO	972-758-3831
Ed Leathers	Executive Director of Facility, Construction and Grounds	972-881-5142
Cindy L. White, CPPO, CPPB	Director of Purchasing	972-785-3871