



## MEMORANDUM

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February 20, 2013

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator  
Brad Wilson, Project & Facilities Manager

SUBJECT: Consideration of Bid Award to Southeast Contractors, Inc. in the amount of not to exceed \$114,733.00 for the City of Franklin Data Center Expansion for the City of Franklin located at 900 Columbia Ave. (COF 2012-0195)

### Purpose

The purpose of this memorandum is to provide information to the Board of Mayor and Aldermen (BOMA) to consider the award of a construction contract for the development of a new Server Room to be located at the Police Headquarters to Southeast Contractors, Inc. in the amount of \$114,733.

### Background

The City's existing computer server room in City Hall is antiquated and in need of an upgrade. Adequate space and a more secure environment for the server room is available within the City's Police Headquarters building. The construction of a new server room was funded as a capital project within the City's general fund budget for FY2013. The City retained the services of Envision to work on detailed plans, structural analysis and specifications in order to seek bids for the build out of the empty space at the Police Headquarters and move of the existing facility. On December 16, 2012, an advertisement for bids was sent out seeking quotes for the build out of the server room.

On January 24, 2013 bids were received from five (5) general contractor firms. Staff publicly opened bids submitted by contractors for the work detailed in the drawings and specifications that were produced by Envision LLC. Southeast Contractors Inc. was not the low bidder but was second when regarding bid dollars. The apparent low bidder (Olympian Construction) did not adequately follow bidding instructions including the failure to submit a complete, signed bid manual per the instructions within the bid documents. Per the COF bid documents (under "Instructions to Bidders" notes 7, 10 and 11), the Project Manual shall be returned at the time of the bid opening with accompanying forms. With that part of the direction and instruction not being followed, it was determined that the second bidder (Southeast Contractors) should be considered. It is staff's recommendation to enter into an agreement with Southeast Contractors, Inc. Staff also would recommend an owner's contingency in the amount of \$5,000 be authorized for any unforeseen costs within the project.

### Financial Impact

The low, responsive bid is \$114,733 for the Server Room construction project. This project is funded in the Municipal Information Technology (MIT) budget within the City's general fund.

### Options

In accordance with the bid documents, the City reserves the right to reject any and all bids.

### Recommendation

Approval of the contract with Southeast Contractors Inc. in an amount not to exceed \$114,733 plus the authorization of an owner's contingency of \$5,000 is recommended.

Bid Tabulation Sheet  
 Bid Date January 24, 2013  
 CITY OF FRANKLIN DATA CENTER EXPANSION

CONTRACTOR	BASE BID	ALT 1	Bid Form	All Addenda Ack. 1-5	Bid Bond, Aff of Lic, DF, Indemnif, NC, Title 6, Insur
StoneCoast	115710	2000	✓	✓	✓
Southern	113418	1335	✓	✓	✓
Barnes	178000	3500	✓	✓	✓
BurtonCoast	137271	1435	✓	✓	✓
Clyman	86148	900	✓	✓	