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ITEM #9
WRKS 04/27/2010

MEMORANDUM

April 16, 2010

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator *ESS*
Russell Truell, Assistant City Administrator / CFO
Jackie Moore, Chief of Police
Brian Wilcox, Purchasing Manager

SUBJECT: Consideration of bid award to Oakland Metal Buildings of Florence, AL in the amount of \$10,450.00 for supply and delivery of specified materials for two roofed structures to be erected at the Municipal Services Complex, 417 Century Court for the Police Department (Purchasing Office Procurement Solicitation No. 2010-032; \$15,000.00 Budgeted In 110-84121-42100 for fiscal year 2010)

Purpose

The purpose of this procurement is to purchase materials for two roofed structures to be erected at the Municipal Services Complex, 417 Century Court for the Police Department weapons training range. The Police Department intends to use City employees, possibly including those of one or more other City departments, as the labor necessary to install the structures. The structures are intended to provide shade at the range.

Background

The Police Department budget for fiscal year 2010 allocates \$15,000 out of the General Fund for the construction of shade structures at the Department's weapons training range.

Financial Impact

The City published on March 25, 2010 a Notice to Bidders in the *Williamson Herald* for the supply, delivery and possible installation of two roofed structures at the Municipal Services Complex, 417 Century Court. In addition, bid documents were sent on or about the same date directly to twelve (12) potential bidders known or thought to be interested in this solicitation. The only bid, from one (1) vendor, was publicly opened at the bid opening held on April 8, 2010. A tabulation of the bids received for this solicitation is attached. The apparent lowest, most responsive and responsible bid, from Oakland Metal Buildings of Florence, AL, is in the amount of \$10,450.00 for the supply and delivery of the specified materials. Although this bid takes exceptions to the City's specifications, it is the lowest bid that most closely meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation. As the bid price does not include installation, it is not possible to compare the bid price with the \$15,000.00 budget allocated for this project.

Options

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

Recommendation

Staff recommends that the City accept the apparent lowest best bid, from Oakland Metal Buildings of Florence, AL, in the amount of \$10,450.00 for the supply and delivery of the specified materials. Purchasing Manager Brian Wilcox is of the opinion that the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received.

