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November 16, 2006

07-026

ACCEPT PROPOSAL/AWARD CONTRACT FOR
ELECTRICAL MAINTENANCE SERVICES

PREPARED BY:

Avelina Gulmatico, Procurement Lead

FINANCIAL
RESPONSIBILITY:

Steve Sivage, Director, Physical Plant

APPROVED BY:

Randy McEwen, Vice President, Administrative Services
Dr. Preston Pulliams, District President

REPORT:

The Physical Plant Department has a need to contract to provide electrical maintenance services, which include maintenance, repairs and/or new installations. These services will be performed throughout the district, on an as needed basis and as requested by the Physical Plant staff. The current contract will expire on November 30, 2006. Since the expenditure will exceed the \$100,000 threshold, a formal competitive process is required to award new contract.

On October 4, 2006, the Request for Proposal (RFP) was released and made available to all interested vendors. The RFP was published on Daily Journal of Commerce, State of Oregon ORPIN Vendor Database and PCC Solicitation website. Initially, twenty-three (23) vendors (of which nineteen (19) are MWESB firms) were notified and received a faxed copy of project summary and instruction on how to access the RFP document on PCC website.

On October 27, 2006, a total of fourteen (14) vendors and four (4) plan centers submitted registration on the PCC website, of which seven (7) vendors and (1) plan center are MWESB firms. At the proposal submission closing time of 3:00 P.M., October 27, 2006, the College had received a total of five (5) proposals. These proposals were evaluated and scored by Committee members based on the following criteria: cost factor and response to questions dealing with company's experience, staff

qualifications, customer service, safety program, equipment inventory and emergency response. Below is a list of proposals received:

Proposers Name	Proposal Score	Final Score (proposal & interview)
Christenson Technology Electric	204	
* E C Company	205	
* 3D Electrical Services, inc		304
LH Morris Electric, Inc	211	
* NEC		314

Note: * denotes MWESB Vendor

After careful review of all proposals and interview of two finalists, the committee recommends awarding the contract to NEC. The key points for the decision are as follows: NEC expressed interest in the apprenticeship program with PCC, they elaborated on the importance and value of a good working relationship with PCC, and are already familiar with the PCC District area (which is a cost savings).

RECOMMENDATION:

That the Board of Directors accept the proposal and award the contract to Northwest Electrical Contractors (NEC). The contract will be valid initially for one (1) year with option to renew annually for an additional four (4) years. The contract amount is estimated to be \$300,000 annually. Funds will be provided by General fund.

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* E C Company	
* 3D Electrical Services, inc	
LH Morris Electric, Inc	
NEC	

Note: * denotes MWESB Vendor

The Committee is in the process of reviewing all the proposals. The final recommendation and final scores will be submitted prior to the Board of Directors meeting

RECOMMENDATION:

That the Board of Directors accept the proposal and award the contract to _____. The contract will be valid initially for one (1) year with option to renew annually for an additional four (4) years. The contract amount is estimated to be \$300,000 annually. Funds will be provided by General fund.