

April 21, 2011

11-094

ACCEPT BID AND AWARD CONTRACT FOR BOILER
MAINTENANCE SERVICES

PREPARED BY: Denise Jeffords, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Tim Donahue, Director, Facilities Maintenance Services

APPROVED BY: Cherie Chevalier, Associate Vice President, Finance
Wing-Kit Chung, Vice President, Administrative Services
Dr. Preston Pulliams, District President

REPORT: The College has a need to contract with a qualified firm to provide Boiler Maintenance Services at various PCC District locations.

The scope of this project includes, but is not limited to: periodic tests; inspections and preventative maintenance; general tune ups; tube repair and/or replacement welding as required; refractory repair or replacement as needed; and for new installation as necessary

An Invitation to Bid (ITB) for these services was issued and made available to all interested firms on March 4, 2011. The ITB was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), and on the PCC Solicitation website. Nineteen (19) ITB documents were downloaded from the College's Purchasing Website, of which nine (9) were downloaded by prime contractors, that included two (2) MWESB firms; eight (8) were downloaded by plan centers, of which two (2) are MWESB firms; and two (2) were downloaded by interested parties. A total of six (6) bids were received by the due date of March 24, 2011.

Bids were reviewed and rated by committee members based on the following criteria: Qualifications of project team; Experience with Projects of Similar Scope and Size; Professional Certifications Held by Employees; Resources and Ability to Meet Deadlines and to Respond

to Emergency Needs; Warranty(ies); Cost; and Safety Rating.

<u>Contractor</u>	<u>Points</u>
McKinstry Company	382
MacDonald-Miller	360
Proctor Sales	345
Tom Stevens Boiler Repair*	305
Apollo Construction*	229
Northwest Controls	215

Interviews were held with the four (4) highest rated firms.

<u>Firm</u>	<u>Points</u>
Proctor Sales	321
MacDonald-Miller	301
Tom Stevens Boiler Repair*	297
McKinstry Co.	253

The award is made to the company whose bid results in the lowest overall ownership cost or "best value" as it is determined by ORS 279.015(5), and based upon the evaluation criteria listed above.

* NOTE: These firms are certified MWESB Firms.

RECOMMENDATION: That the Board of Directors accept the bid from, and award the contract to Proctor Sales Inc. to provide Boiler Maintenance Services in the amount of \$100,000 (annual estimated cost). The contract is for a one year period with an option to renew on an annual basis for four (4) additional one-year periods. Total cost shall not exceed \$500,000.00. Expenditures for these services will be from the General Fund, Capital Projects Fund, and the 2008 Bond Fund.