

STAFF REPORT

DATE: June 13, 2022
TO: Sacramento Regional Transit Board of Directors
FROM: Laura Ham, VP, Planning and Engineering
SUBJ: CONDITIONALLY APPROVING THE CONTRACT FOR ON-CALL
ROLL UP DOOR REPAIR AND REPLACEMENT SERVICES
WITH J T LEWIS, INC. DBA NATIONAL GARAGE DOOR

RECOMMENDATION

Adopt the Attached Resolution.

RESULT OF RECOMMENDED ACTION

Awarding this contract is conditioned upon SacRT receiving no protests and J T Lewis, Inc. providing the required insurance coverage. Awarding this Contract will allow for the performance of garage door repair and replacement services for SacRT's Facilities Department to keep roll up and garage doors in working order.

FISCAL IMPACT

The total Contract not to exceed amount will be \$268,983.00. This is the amount that was competitively bid by JT Lewis, Inc. based on SacRT's best estimate of the needed quantities of services.

However, SacRT will be encumbering only \$50,000 per fiscal year for the 3-year contract in the base operating budgets, totaling \$150,000 over three years. Based on the amount bid, additional funds may be needed within a given fiscal year; additional funding will be encumbered based on budget capacity at the time a budget shortfall becomes apparent. If sufficient funds are not provided, SacRT will need to either: (a) issue a Stop Work Order to temporarily cease services; (b) terminate the Contract; or (c) reduce the scope of work to remain within the budgeted amounts. SacRT's financial liability to the Contractor is not affected by the failure to budget sufficient funds for the services, so it will be incumbent on Staff to track expenditures against the budget to ensure that services are not provided in excess of the available funding.

DISCUSSION

On April 18, 2022, Staff issued a Request for Quote for On-Call Roll Up Door Repair and Replacement Services on PlanetBids. While 213 vendors were notified, only one responsive bid was received from J T Lewis, Inc. dba National Garage Door for a bid amount of \$268,983.00. A price analysis was conducted by staff, and JT Lewis, Inc's bid

was found to be fair and reasonable based on the previous contract and recent quotes received for these services.

RESOLUTION NO. 2022-06-070

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

June 13, 2022

CONDITIONALLY APPROVING THE CONTRACT FOR ON-CALL ROLL UP DOOR REPAIR AND REPLACEMENT SERVICES WITH J T LEWIS, INC. DBA NATIONAL GARAGE DOOR

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, the Contract for On-Call Roll Up Door Repair and Replacement Services between Sacramento Regional Transit District, therein referred to as "SacRT," and J T Lewis, Inc. doing business as National Garage Door, therein referred to as "Contractor," wherein Contractor agrees to provide on-call roll up door repair and replacement services, as further specified in the Contract, for an amount not to exceed \$268,983.00, is hereby approved, conditioned upon SacRT receiving no protests during the protest period and J T Lewis, Inc. providing the required insurance coverage.

THAT, the Board Chair and General Manager/CEO are hereby authorized and directed to execute the Contract upon satisfaction of the foregoing contingency.

STEVE MILLER, Chair

A T T E S T:

HENRY LI, Secretary

By: _____
Tabetha Smith, Assistant Secretary