

Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council
From: Sandy Bradley, Purchasing Agent
Date: September 21, 2009
Subject: Renew the annual contract for Time and Material Contract for Electrical Services.

Council Action Requested:

Approve the annual contract renewal for ITB 2008-002, Time and Material Contract for Electrical Services with Nema 3 Electric for (1) year beginning October 14, 2009 and ending October 15, 2010.

Background Information:

The original contract was awarded on October 11, 2007. Nema 3 Electric provides electrical repair throughout the City based on a time and material contract.

This is the second annual renewal option with one additional option available.

Board/Citizen Input:

N/A

Financial Considerations:

Funds are budgeted in various departments.

Attachments:

Renewal letter

Original AIP

Staff Contact:

Sandy Bradley, Purchasing Manager
817-426-9653
sbradley@BurlesonTx.com

September 21, 2009
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Sandy Bradley, CPPB
Purchasing Manager
141 West Renfro
Burleson, Texas 76028
817-426-9653
817-426-9368

August 24, 2009

Nema 3 Electric
Attn: Ricky Cooper
4591 Old Hwy 67
Midlothian, Texas 76065

Re: ITB 2008-002 Time & Material Contract for Electrical Services

Dear Ricky,

The current contract for ITB 2008-002 Time & Material Contract for Electrical Services ends October 14, 2009. Per the bid documents this contract may be renewed with the approval of both parties: Pending City Council approval and your agreement to renew the contract, the renewal option will begin October 14, 2009 to October 15, 2010. This is the second renewal option on this contract.

Per the bid document:

Page 15, 5. DURATION OF CONTRACT: The term of this contract shall be for one year commencing on the date of the Notice to Proceed. At the sole option and discretion of the City, this contract may be extended for two additional one-year periods or any portion thereof. In the event of such renewal, the Contractor's labor rates shall be adjusted (increased or decreased) in accordance with the current change on file for the local U.S. Department of Labor's Bureau of Labor Statistics Consumer Price Index for All Consumers (CPI-U)

When returning this renewal, please submit evidence of required insurance on a original ACCORD certificate not later than ten (10) working days following notification of intent to renew. Failure to submit the required document(s) may result in rescinding the award.

Sincerely,

A handwritten signature in cursive script that reads "Sandy Bradley".

Sandy Bradley
Purchasing Agent

I agree to the renewal of this contract. R.C I do not wish to renew this contract. _____
Ricky Cooper _____ 8-26-09
Ricky Cooper NEMA 3 Electric Date

October 11, 2007
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Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council
From: Sandy Bradley, Purchasing Agent
Date: October 11, 2007
Subject: Award the annual contract for Electrical Contracting Services for time and material to Nema 3 Electric, Inc. (ITB 2008-002)

Council Action Requested:

Award ITB 2008-002 Electrical Contracting Services for time and material to Nema 3 Electric, Inc.

Background Information:

The Purchasing Department opened bids for ITB 2008-002 on September 27, 2007 at 2:00 p.m. at City Hall. Bids were sent to all vendors registered to do business with the City of Burleson for this commodity.

Currently City departments seek quotes on a per job basis for electrical work required for City facilities. Staff is seeking to establish a fast and effective means of procuring "Electrical Services" on an as needed basis. Services could include but are not limited to emergency response, electrical design, installation, maintenance, troubleshooting and repair of 70' ball field lighting fixtures.

The contract will include all supervision, labor, service trucks, materials, tools, equipment and appurtenances necessary for the completion of the contract.

With the growth of the City and more demands on the department's implementing a contract for Electrical Service for time and material will increase the productivity of the departments. Contract period is October 15, 2007 through October 14, 2008.

Board/Citizen Input: N/A

Financial Considerations:

Funds are budgeted within each department for FY 07-08 budget.

**ITB 2008-002
Electrical Contracting Services -Time and Material
Tabulation Sheet**

Description	Nema 3 Electric	C&M Electrical	Masters & Associates
Per Hour	Midlothian, Texas	Ft. Worth, Texas	Carrollton, Texas
Master Electrician	40.00	49.00	65.00
Working Supervisor / Journeyman Electrician	40.00	44.00	60.00
Apprentice Electrician / Helper	20.00	20.00	30.00
% of Markup	15%	18%	13%
Required License	Yes	Yes	Yes
Insurance Provided	Yes	Yes	Yes

Example:

Based on a 3 hour job with \$1500.00 of material and a Master Electrician and Helper:

Nema 3 Electric: \$1905.00

C&M Electrical: \$1977.00

Masters & Associates: \$1980.00