

**Agenda Item:** Amendment

Title: Consideration of an amendment to the agreement for professional services between the City of Laramie and Western States Fire Protection Co., for preventive maintenance and service of City owned fire alarm and suppression equipment.

Recommended Council MOTION:

I move that Council approve amendment number two to the agreement for professional services between the City of Laramie and Western States Fire Protection of Fort Collins, Colorado for preventive maintenance and service of City owned fire alarm and suppression equipment, in the amount of \$9,150.00, over the term of the agreement, and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Department Objective: Continue to integrate energy efficiency practices and procedures into all aspects of our operations, from capital construction to continuing maintenance and environmental/custodial services.

Background:

Prior to 2017, when a professional services agreement was entered into for fire alarm and suppression preventive maintenance, the City had been utilizing several different fire protection contractors to provide preventive maintenance services for City owned fire protection systems. In 2016 the Facilities Management staff believed that a professional services agreement with a fire protection service contractor vetted through the Request for Qualifications (RFQs) process would provide economy of scale, consistency in services provided and eliminate delays in emergency repairs, saving City staff time and operational efficiencies. The RFQs stipulated that hourly labor costs for emergency troubleshooting, repairs and discounted materials and supplies be included, in a sealed envelope, with the submittals. Set hourly rates and parts discount rates were to remain constant for a two-year period and the emergency call response time was to be within one (1) hour. Requests for Qualifications for preventive maintenance and service of City owned fire alarm and suppression equipment was legally advertised and sent out to four (4) regional fire protection service contractors in November of 2016. A committee of City staff reviewed and evaluated the submittals received and determined that Western States Fire Protection of Fort Collins, Colorado best fit the needs of the City of Laramie. This recommendation was based on the following criteria: qualifications and relevant experience of the company, and of the assigned technicians, methodology and deliverables, projected workload and references from other similar projects.

The 2017 agreement for professional fire protection equipment preventive maintenance and service had a term of two years, through February 28, 2019, with an option of up to two, one-year renewals, by agreement of both parties. Due to the excellent service, provided by Western States Fire Protection, under the agreement, the staff believed that the agreement should be extended for a term of one year and amendment one to the agreement was considered and approved by Council in March 2019. The staff again believes that Western States Fire Protection has provided excellent service over the last year and that the agreement should be extended.

This second amendment to the original agreement extends the term of the agreement through June 31, 2022. Western States Fire Protection has agreed to provide services, at the rates agreed upon in 2019, throughout the term of the amended agreement.

Budget/Fiscal Information:

Expense

Proposed Project Cost.

Project	Amount	Funds
Project Cost	\$9,150.00	FY22 charged out by division/department
Loans on Project		
Grants for Project		
Other/Outside Projects		
City's Amount	\$9,150.00	
Contingency	0%	\$0.00

Responsible Staff:

Scott Stevenson, Facilities Maintenance Manager - 721-3585 or sstevenson@cityofaramie.org

Todd Feezer, Assistant City Manager - 721-5304 or tfeezer@cityofaramie.org

Attachments:

Agree.WesternStatesFireProt 2-7-2017

Amendment Two Fire Equipment Preventive Maintenance and Service