

**Agenda Item:** Amendment

Title: Consideration of an amendment to the agreement for professional services between the City of Laramie and TW Enterprises, Inc., for preventive maintenance and service of City owned Standby Power equipment.

Recommended Council MOTION:

I move that Council approve amendment number three to the agreement for professional services between the City of Laramie and TW Enterprises, Inc. of Billings Montana, for preventive maintenance and service of City owned standby power equipment, in the amount of \$10,000.00, 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 2015, when a professional services agreement was entered into for standby power equipment preventive maintenance, the City had been utilizing several different contractors to provide preventive maintenance services for City owned standby power systems. In 2015 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. RFQs for Backup Power Equipment Preventive Maintenance and Service were sent out to three regional building maintenance contractors in December 2015 and two contractors responded. A committee of City staff members was formed to review the responsive qualifications and an extensive reference and background check was performed on the responsive firms. At the completion of the reference and background checks it was determined that TW Enterprises, Inc of Billings, Montana best fit the needs of the City of Laramie. The agreement with TW Enterprises expired in 2017 and a new RFQ was released and sent to three firms. Only one contractor, TW Enterprises of Billings, Montana, responded to the RFQ with a submittal. City staff members from the four Divisions that utilize standby power equipment were polled regarding the service that TW Enterprises had provided over the two years of that agreement. The staff agreed that TW Enterprises had performed the preventive maintenance and service on the standby power equipment in a satisfactory way and a new agreement was negotiated.

The 2017 agreement for professional standby power equipment preventive maintenance and service had a term of two years, through April 1, 2019. Due to the excellent service, provided by TW Enterprises, 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 April 2019. Another amendment, number two, to extend the agreement for one year was considered and approved by Council in May 2020. The staff again believes that TW Enterprises has provided excellent service over the last year and that the agreement should be extended.

This amendment to the original agreement extends the term of the agreement through June 30, 2021. TW Enterprises has agreed to provide services, at the rates agreed upon in 2017, throughout the term of the amended agreement.

Budget/Fiscal Information:

Expense

Proposed Project Cost.

Project	Amount	Funds
Project Cost FY 19	\$10,000.00	FY19 charged out by division/department
Grants for Project		
Other/Outside Projects		
City's Amount	\$10,000.00	
Contingency	0%	\$0.00
Total Amount	\$10,000.00	

Responsible Staff:

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

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

Attachments:

Amendment Three Standby Power Equipment Preventive Maintenance and Service
Agree.TW Enterprises 2017