

City Commissioner Memorandum – REQUEST FOR APPROVAL TO EXERCISE TERM RENEWAL OPTIONS, SERVICE/TASK ORDER AND CHANGE ORDERS FOR CITY AWARDED CONTRACTS.

May 12, 2021  
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**Attachment A – Renewals/Extension**

<b><u>Agreement No.</u></b> 2016-004-MT	<b><u>Title</u></b> For Annual Inspection, Testing, Certification, Repair and Maintenance of Fire Sprinklers, Fire Systems, and Hood Suppression Systems Citywide		
<b><u>Contractor</u></b> National Fire Protection LLC (Primary Contractor) All Fire Services, Inc. (Secondary Contractor)		<b><u>Current Term</u></b> 5/16/2020 – 5/15/2021 5/27/2020 - 5/26/2021	<b><u>Renewal Term</u></b> Month-To-Month Month-To-Month
<b><u>Brief Scope:</u></b> The purpose of these Agreements is for the contractors to provide annual inspection, testing, certification, repair, and maintenance of fire sprinklers, fire systems, and hood suppression systems citywide.			
<b><u>Justification:</u></b> During the current term of the Agreement, the Primary Contractor provided annual fire maintenance, repairs, inspections, and certification of sprinkler systems at various facilities citywide. No work was requested from the Secondary Contractor as the Primary Contractor performed well and was able to address the City’s needs. There are no renewals periods remaining on the contracts.  The current Agreements expire in May 2020. The Procurement Department has issued Invitation to Bid (ITB) No. 2021-145-AY to establish a replacement agreement for these services. An award recommendation for the ITB is expected to be presented to the Mayor and City Commission at its June meeting. However, the Facilities and Fleet Department require the extension of these Agreements, on a month-to-month basis, in order to maintain, repair, and service, the fire sprinkler systems in City facilities. Therefore, the Administration is requesting approval to extend the Agreements on a month-to-month basis until a replacement agreement is executed, or not to exceed six (6) months, whichever comes first. The estimated average monthly expenditures for these services are \$13,000 per month.			

<b><u>Agreement No.</u></b> ITB 2016-031-AK	<b><u>Title</u></b> Bus Transportation Services		
<b><u>Contractor</u></b> Franmar Corporation	<b><u>Current Term</u></b> 5/25/2020 – 5/24/2021	<b><u>Renewal Term</u></b> Month-To-Month	
<b><u>Brief Scope:</u></b> The purpose of the Agreement is to provide the City with bus transportation services. Primarily, for the programs sponsored by the Parks and Recreation Department.			
<b><u>Justification:</u></b> During the Agreement, the Contractor has provided bus transportation services on an as needed basis for senior and summer camp programs. During the previous year, the Contractor has also provided bus transportation services for volunteers to assist the Beach Patrol unit during the beach reopening from June through July, and again in September. Additionally, the Contractor is currently providing bus transportation services on an as needed basis to the Parks and Recreation Department when one of the City's buses requires mechanical or body damage repairs, or when drivers have to quarantine due to a COVID exposure or otherwise unavailable. On March 16, 2021, in anticipation of the expiration of this Agreement, the Procurement Department issued Invitation to Bid (ITB) 2021-094-AY for bus transportation services with a due date of April 13, 2021. However, the Procurement Department is still conducting its due diligence before an award recommendation can be presented to the Mayor and City Commission for consideration. Therefore, the Administration is requesting approval to extend the Agreement on a month-to-month basis until a replacement agreement is executed, or not to exceed six (6) months, whichever comes first. The estimated average monthly expenditures for these services are \$7,000 per month.			