

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
SUBJECT: CONTRACT AWARD FOR MAINTENANCE AND REPAIR
SERVICES OF CITY-WIDE RADIOS AND RELATED
ELECTRONIC EQUIPMENT
STAFF PRESENTER: BRANDALYN TRAMEL, PURCHASING AGENT
FINANCE DEPARTMENT
AGENDA ACTION: MOTION

ISSUE(S)

Shall the City Council, by motion, approve a two-year contract with up to five one-year renewals for maintenance and repair services of City-wide radios and related electronic equipment to Day Management Corporation dba Day Wireless Systems, Benicia, California, for \$190,751.04 with a contingency of \$19,075.10 for a total award of \$209,826.14?

BACKGROUND

1. On December 2, 2014 Request for Proposals (RFP) 14-34, solicited by the City of Santa Rosa for maintenance and repair services of City-wide radios and related electronic equipment, was opened by the Purchasing Agent.
2. Repairs and preventative maintenance services to mobile and portable radios and supporting equipment will be provided, to include but not limited to the Police, Fire, Transit and Utilities departments. There are provisions for both emergency and non-emergency situations in ensuring the equipment is functional at all times.
3. As stated in the contract terms, all materials, parts, equipment and labor furnished pursuant to the contract shall be in compliance with applicable Federal Communications Commission (FCC) and Occupational Safety and Health Administration (OSHA) rules and regulations.
4. The services under the fixed price two-year term contract will be based on the City's requirements and available budget. The maintenance work to be performed includes an annual inventory by the vendor of existing equipment as well as a preventative maintenance check each year to all contract-covered

equipment. Necessary repairs and/or installation and/or removal of equipment as needed are incorporated in the contract.

ANALYSIS

1. Fifty-four vendors were notified via Planet Bids of this solicitation. Two bids were received and were considered responsive and responsible. A tabulation of the responsive bids received is listed below:

<u>Bidder</u>	<u>Location</u>
*Day Management Corporation dba Day Wireless Systems	Benicia, California
Precision Wireless Systems	Windsor, California

***Successful bidder**

2. Of the fifty-four vendors notified, ten vendors reviewed and downloaded the solicitation documents. In a survey of the ten prospective bidders, six vendors are located out of the area and do not have a local presence, and therefore did not submit proposals. The remaining two did not supply a proposal as they did not provide the full range of services required.
3. A five-member evaluation panel, consisting of City staff from the Transportation and Public Works, Fire, Police, Transit, and Utilities departments, carefully evaluated and scored all proposals under the direction of Purchasing. The evaluation and scoring were based on seven selection criteria listed below:
 - Overall responsiveness to the Request for Proposal. Proposals must be neat, complete, and fully address technical, cost, vendor qualification, reference, and evaluation concerns.
 - Contractor’s technical expertise and understanding of the City’s radio communications systems, including direct experience with installation, configuration, diagnosis and repair of Motorola radio equipment including the Communications Center Centracom Gold Elite dispatch system and repeater site equipment, maintenance and repair of Kenwood, Bendix-King and ICOM portable and mobile radios and mobile computing systems utilized in public safety vehicles.
 - Contractor’s capability to comply with the contract maintenance and repair specifications and requirements for repairs and maintenance performed in the field and at the contractor’s repair facility,

- Contractor's capability to meet response time(s) to emergency and non-emergency service calls, notification of repair delays and to provide contract maintenance and inventory reports.
 - Qualifications of Contractor's work force assigned to the City's contract and the degree of employee training and experience.
 - References.
 - Costs.
4. The evaluation panel reviewed and scored Day Management Corporation dba Day Wireless Systems (Day) as the top vendor as it was found to offer the best service and value to the City for the following reasons:
- Day submitted a complete response proposal that demonstrated an understanding of the City's requirements for the maintenance and repairs of the various departments' communications equipment, and provided thorough answers to the City's technical requirements.
 - Day's proposal had no exceptions to the City's response-time requirements.
 - Customer references from other California public agencies with long-standing contracts for services with Day were verified by the evaluation committee and resulted in positive responses.
 - Day has 45 years of experience in radio communications services, with over 100 certified technicians on staff.
 - Day offered competitive pricing.

RECOMMENDATION

It is recommended by the Finance Department, that the Council, by motion, approve a two-year contract with up to five one-year renewals for maintenance and repair services of City-wide radios and related electronic equipment to Day Management Corporation dba Day Wireless Systems, Benicia, California, for \$190,751.04 with a contingency of \$19,075.10, for a total award of \$209,826.14. Funds for this operational expense have been allocated in the FY 2014-15 budget of various departments, and will be allocated in subsequent fiscal year budgets when approved by Council.

Author: Valerie Shatto, X3708

Attachments: General Services Agreement