



AGENDA REPORT

TO: Edward D. Reiskin
City Administrator

FROM: David Ferguson
Interim Director of Public
Works

SUBJECT: IDN-Wilco Inc. Contract Amendment

DATE: August 17, 2020

City Administrator Approval

Date:

Sep 1, 2020

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Increase The Door Hardware And Related Product Contract With IDN-Wilco Inc. By A Total Of Four Hundred Thousand Dollars (\$400,000), From Two Hundred Fifty Thousand Dollars (\$250,000) For May 1, 2019, To April 30, 2022, For A Total Contract Amount Of Six Hundred Fifty Thousand Dollars (\$650,000) And Waive Advertising And Competitive Bidding.

EXECUTIVE SUMMARY

In accordance with Oakland Municipal Code (OMC) 2.04.050, staff requests that the City Council adopt a resolution authorizing the City Administrator to increase the contract with IDN-Wilco Inc from \$250,000 up to \$650,000. Approval will allow the Oakland Public Works, Bureau of Maintenance and Internal Services, Facilities Services to purchase door hardware and related products needed for daily operations.

BACKGROUND / LEGISLATIVE HISTORY

The Oakland Public Works Facilities Services Division is responsible for the maintenance of all City facilities. Therefore, a contract for door hardware and the related product is necessary. Currently, the City of Oakland has a contract with IDN-Wilco Inc through April 30, 2022, which was awarded through the City of Oakland purchasing process with RFQ #137577 in accordance with Specification Number 19-910-00 with a bid opening on April 16, 2019. This Contract Purchase Order #2019012816 was based on an annual estimated usage of \$83,000.

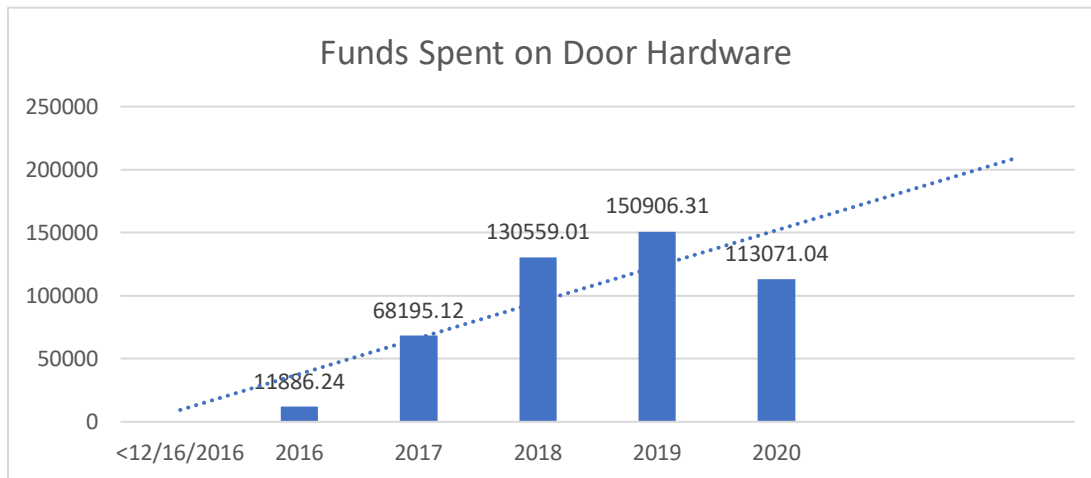
ANALYSIS AND POLICY ALTERNATIVES

On April 16, 2019 Specification No. 19-910-00/RFQ 137577 for door hardware and the related product was sent to forty (40) enterprises, posted on the City's web page and advertised in the City's official newspaper in accordance with Oakland Municipal Code (OMC) 2.04.050.

The City of Oakland iSupplier web portal received three (3) bids for door hardware and related product. The following is a list of enterprises that submitted a response:

- IDN-Wilco Inc, San Leandro, CA
- Cole Hardware, Oakland, CA
- Sayfee Hardware, Oakland CA

The City of Oakland Purchasing Department recommended IDN-Wilco Inc as the lowest responsive and responsible bidder for door hardware and related product, thus awarding a contract amount of \$250,000 from May 1, 2019 to April 30, 2022 based on the estimated spending amount of about \$83,000 per year.



Staff now recommends an increase to this contract for the following reasons, including, but not limited to:

- Aging infrastructure – Many City facilities need door hardware upgrades or replacement. Most doors and locks have an estimated life of seven to ten years.
- Vandalism – The City is required to repair or replace any door hardware that is damaged by vandalism.
- Americans with Disabilities Act (ADA) updates – Become and maintain compliance with ADA guidelines.
- Grant funding

REQUEST TO WAIVE ADVERTISING AND BIDDING REQUIREMENT

Oakland Municipal Code ("OMC") section 2.04.050 requires advertising and competitive bidding for contracts for the purchase of services, supplies or combination required by the City in any one transaction which exceeds \$50,000, and the award to the lowest responsible, responsive bidder if award is made. However, OMC Section 2.04.050.1.5 provides an exception to the advertising and competitive bidding requirements of the OMC upon a finding and determination by the City Council that it is in the best interests of the City to do so. Staff requests that the Council find and determine that it is in the best interest of the City to waive the advertising and competitive bidding requirements because having to go through a

new advertising and bidding process would delay getting the City much-needed services, the contractor is very familiar with the City's needs and has the materials and parts in ample supply, they were the lowest bidder when the contract was first advertised and bid, the contractor is meeting expectations required of them.

FISCAL IMPACT

A contractual agreement with IDN-Wilco Inc was previously executed for \$250,000. Approval of the proposed resolution will amend the contract by \$400,000 for a total contract amount of \$650,000 and extend the contract date through April 30, 2022.

Funding for this contract is available in the Facilities Fund (4400), Facilities Organizations (30551-30559), DP300 Administrative Project (1000010), and Facilities Management & Development Program (IN02). Approval of this resolution does not impact the General Purpose Fund (1010) and will not result in additional appropriation of funds.

PUBLIC OUTREACH / INTEREST

This item did not require any additional public outreach other than the original required RFQ posting on the City's website and advertisement in the local newspaper.

COORDINATION

Office of the City Attorney and the Budget Bureau were consulted in preparation of this report.

SUSTAINABLE OPPORTUNITIES

Economic: Implementation of the proposed contract for service will ensure continuous upkeep and safety to the City's facilities

Environmental: The Facilities Services Division strives to maintain current industry standards to all City facilities. There are no negative impacts on the surrounding environments.

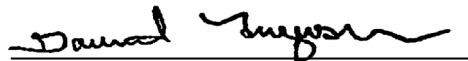
Race & Equity: This contract will ensure that all City facilities are kept with adequate door hardware and related products.

ACTION REQUESTED OF THE CITY COUNCIL

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Increase The Door Hardware And Related Product Contract With IDN-Wilco Inc. By A Total Of Four Hundred Thousand Dollars (\$400,000), From Two Hundred Fifty Thousand Dollars (\$250,000) For May 1, 2019 To April 30, 2022, For A Total Contract Amount Of Six Hundred Fifty Thousand Dollars (\$650,000) And Waive Advertising And Competitive Bidding.

For questions regarding this report, please contact Derin Minor, Services Manager, at 238-3998.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "David Ferguson", written over a horizontal line.

DAVID FERGUSON
Interim Director of Public Works

Reviewed by: Richard Battersby
OPW Assistant Director

Prepared by: Derin Minor
Building Services Manager
Facilities Division