

## INTERDIVISIONAL MEMORANDUM

March 17, 2009

TO: Assistant Administrator Johanson  
Division of Sewerage and Drainage

FROM: Mark Hedrick  
FEM Projects Coordinator

RE: Bid Evaluation for FEM Project No. 1502.6  
Boiler Maintenance Services for Sewerage and Drainage Facilities  
Bid Opening March 11, 2009

Three bids were received and opened on March 11, 2009 for FEM Project No. 1502.6 Boiler Maintenance Services for Sewerage and Drainage Facilities. The three bidders were American Mechanical Group, Inc., General Temperature Control, and Speer Mechanical.

I have completed my review. I recommend the contract be awarded to General Temperature Control. American Mechanical Group, Inc. is the apparent low bidder; however, their bid has several errors that disqualify them from consideration. They are:

1. Section 00 40 00 Page 2. Pay Item #1, Bonds and Specialized Insurance was left blank.
2. Section 00 40 00 Page 9. Proposal Guarantee. This page was left blank.
3. Section 00 40 00 Page 13. Corporate Proposal Affidavit. This page was filled out incorrectly and was unsigned.
4. Section 00 40 00 Page 28. Proposal Bond. The amount of the Proposal Bond was left blank.
5. Section 00 40 00 Page 29. Copy of a Proposal Bond is attached and is less than the required amount (10% of the bid amount).
6. Section 00 40 00 Page 30. No Surety Financial Statement attached.
7. Section 00 40 00 Page 31. No State of Ohio Department of Insurance Certificate of Compliance attached.

General Temperature Control correctly completed the bid package. They did enter a bid of \$0 for Bonds and Specialized insurance. They also included a proposal bond for 100% of the bid total although the instructions called only for 10% or more.

Speer Mechanical was the highest bidder. They seem to be qualified. However, Section 00 40 00 Page 7 was left blank.

If you would like to look at the original Bidding Documents or if you have any additional questions on this matter please advise me at 645-1682.

Att: Summary of Bidding Information

xc: File: 1502.6-32

(Summary of Bidding Information follows)

The following four pages are a summary of the information submitted to the City in the Bidding Documents by the prospective Bidders.

**1. The Bid Tabulation is as follows:**

Line Item	American Mechanical Group, Inc.	General Temperature Control	Speer Mechanical
	Total	Total	Total
1. Bond & Insurance	\$0.00	\$0.00	\$1,455.00
2. Annual Cleaning and Inspection of 3 Boilers in the Screen and Grit Building	\$1,776.00	\$4,300.00	\$7,152.00
3. Annual Cleaning and Inspection of 4 Process Boilers in the Sludge Control Building	\$2,400.00	\$6,000.00	\$11,648.00
4. Monthly Preventative Maintenance for 3 Boilers in the Screen and Grit Building	\$3,600.00	\$3,600.00	\$9,729.00
5. Monthly Preventative Maintenance for 4 Process Boilers in the Sludge Control Building	\$9,600.00	\$8,400.00	\$25,792.00
6. Weekly Preventative Maintenance for 3 Boilers in the Screen and Grit Building	\$5,772.00	\$11,700.00	\$13,728.00
7. Weekly Preventative Maintenance for 4 Process Boilers in the Sludge Control Building	\$15,392.00	\$29,900.00	\$27,456.00
8. Contingency (10%)	\$3,854.00	\$6,390.00	\$9,696.00
9. Maintenance Services (Set Contract Amount)	\$50,000.00	\$50,000.00	\$50,000.00



### 3. Qualifications and Resources of the Bidders.

1. References given? Checked?	Yes No	Yes No	Yes No
2. Manpower and equipment listed?	No	Yes	No
3. Balance sheet available for last fiscal year?	Yes	Yes	Yes
4. Has Contractor had a contract canceled or suspended in the last 5 years?	No	No	No
5. Has Contractor ever been debarred from bidding?	No	No	No
6. Has any of the firm's principals been convicted of any violations related to contract obligations?	No	No	No
7. Project Manager listed for this contract with detailed experience or resume attached?	Yes	Yes	Yes

### 4. Local Business and Subcontractors.

1. Does bidder meet definition of local business?	Yes	Yes	Yes
2. Has the bidder declared any subcontractors?	No	No	Yes
3. Prime Contractor Affidavit filled out correctly and notarized?	Yes	Yes	Yes