

INTERDIVISIONAL MEMORANDUM

February 7, 2008

TO: Assistant Administrator Johanson
Division of Sewerage and Drainage

FROM: Paul King
Project Manager

RE: Bid Evaluation for FEM Project No. 1504.2
Corrosion Control Maintenance Services
Bid Opening February 6, 2008

One bid was received and opened on February 6, 2008 for FEM Project No.1504.2 Corrosion Control Maintenance Services. The bidder was Cornerstone Maintenance Services, Ltd.

I have completed my review; I recommend the contract be awarded to Cornerstone Maintenance Services. Cornerstone Maintenance Services' bid appears to be responsive and responsible. All bid documents are complete and correct. Quoted dollar amounts are in line with expectations. Cornerstone Maintenance Services has been doing corrosion control maintenance at the WWTPs since the expiration of the previous contract. Their work was more than satisfactory.

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 645-3832.

Att: As Stated

xc: Mark Hedrick, DOSD-R
Rob Van Evra, DOSD-R
File: 1504.2-32

(Summary of Bidding information follows)

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

1. The Bid Tabulation is as follows:

Cornerstone
Maintenance Services

<u>Line Item</u>	<u>Total</u>
1. Bond & Insurance	\$6,450.00
2. Monthly Corrosion Control Air Handling Equipment Maintenance Services for the Southerly WWTP	\$2282.00/Mo \$27,384.00/Yr
3. Monthly Corrosion Control Air Handling Equipment Maintenance Services for the Jackson Pike WWTP	\$1173.00/Mo \$14,076.00/Yr
4. One year Supply of Corrosion Control Media for SWWTP	\$91,542.00
5. One year Supply of Corrosion Control Media for JPWWTP	\$7,501.00
6. One year Supply of Corrosion Control Equipment Particulate Filters for SWWTP	\$10,569.00
7. One year Supply of Corrosion Control Equipment Particulate Filters for JPWWTP	\$3,085.00
8. General Labor (500 Hours)	\$17,000.00
Sub Total	\$177,607.00
9. Contingency	\$17,600.70
10. Allowance for equipment replacement SWWTP	\$67,000.00
11. Allowance for equipment replacement JPWWTP	\$50,000.00
Total	\$312,207.70
12. Year 2 percentage increase from Year 1	5%
13. Year 3 percentage increase from Year 1	10%
14. Material Markup	10%
15. Rental equipment Markup	10%
16. Subcontractor Markup	10%
17. Normal Labor Rate – Supervisor/Hr.	\$44.00/Hr
18. Normal Labor Rate – Laborer/ Hr.	\$28.00/Hr

2. Responsiveness of the Bidder.

- 1. Contract Compliance Number? Yes
- 2. Proposal Guaranty submitted? Yes
- 3. Indicate the Full names of all persons interested in the bid. Yes:
Owner
- 4. Proposal Signed and dated? Yes
- 5. Non-Collusion Affidavit signed and notarized? Yes
- 6. Corporation Proposal Affidavit filled out correctly? N/A

3. Qualifications and Resources of the Bidders.

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

4. Subcontracting Plan

- 1. Has the bidder declared any subcontractors? Yes
- 2. Prime Contractor Affidavit filled out correctly and notarized? Yes