



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** September 2, 2021

Staff Contact: Carol Akers, Purchasing & Contracts Administrator and Darren Schulz, Public Works Director

Agenda Title: For Possible Action: Discussion and possible action regarding a determination that Gardner Engineering, Inc. ("Gardner"), is the lowest responsive and responsible bidder pursuant to Nevada Revised Statutes ("NRS") Chapter 338 and whether to award Contract No. 21300118 for the Court House Chiller #1 Replacement Project ("Project") to Gardner for a total amount not to exceed \$302,448.64. (Carol Akers, cakers@carson.org and Randall Rice, rrice@carson.org)

Staff Summary: The Project consists of replacing Chiller #1 at the Carson City Courthouse located at 885 East Musser Street. The not to exceed amount of \$302,448.64 is composed of the base bid amount of \$290,816, plus a 4% contingency amount of \$11,632.64. The engineer's base bid estimate was \$265,000.

Agenda Action: Formal Action / Motion **Time Requested:** 5 minutes

Proposed Motion

I move to award the contract as presented.

Board's Strategic Goal

Sustainable Infrastructure

Previous Action

On May 6, 2021, the Board of Supervisors awarded Contract No. 20300286 to Gardner for the related Courthouse Chiller Replacement Project, which consists of replacing Chiller #2 at the Carson City Courthouse.

Background/Issues & Analysis

This Project includes removing and replacing Chiller #1 located at the Carson City Courthouse. The Project includes all engineering, permitting, piping, labor, and materials to remove the existing chiller and install the new chiller.

Chiller #2 at the Courthouse is currently being replaced under a previous contract with Gardner, who will coordinate installation activities and schedules between the two chiller installations. Gardner attended the site visit along with other prospective bidders to visit the area where the chiller replacement would take place. Bidders were allowed to take pictures, measurements, and ask questions.

Gardner has a very good understanding of the Project requirements, which reduces the risk and need to utilize contingency. Staff feels confident that the Project can be completed successfully with the available funds budgeted to make the necessary improvements. A 4% contingency is available to handle unforeseen events during construction. The budget for this Project was approved as part of the FY 2022 Capital Improvement Program.

A notice to contractors regarding the opportunity to bid on this Project was published in the Reno Gazette Journal and posted on NGEM on July 19, 2021. One bid was opened at approximately 11:30 a.m. on August 16, 2021, via online Cisco Webex bid opening. Present during the bid opening were: Andrew Bradford, Gardner; Michael Friend, Jeff Freeman, Kate Allen and Courtney Melhaff, Carson City Public Works; and Carol Akers, Carson City Purchasing and Contracts Administrator.

Bidder Base Bid
GEI \$290,816

Staff recommends award to GEI as the lowest responsive and responsible bidder pursuant to NRS Chapter 338.

Applicable Statute, Code, Policy, Rule or Regulation
NRS Chapter 338

Financial Information
Is there a fiscal impact? Yes

If yes, account name/number: ~~Sub-Project # P303422203 of master grant G070121010 (ARPA Grant) Grant Capital Projects Fund -- HVAC / Generator Replacement Equipment / 27506002101005-5065207775~~

Is it currently budgeted? Yes

Explanation of Fiscal Impact: This Project was approved as part of the ~~ARPA Plan of Expenditure and tracked as Project # P303422203, this will be a sub-project, of the ARPA master grant # G070121010 FY 2022 Capital Improvement Program.~~ Account #~~27506002101005-5065207775~~ will be reduced by a not to exceed amount of \$302,448.64; the available budget is \$303,600.00.

Alternatives
Do not approve the contract and provide alternative direction to staff.

- Attachments:**
[21300118 Bid Tab Detail.pdf](#)
[21300118 Draft Contract-rev.pdf](#)

Board Action Taken:

Motion: _____ 1) _____ Aye/Nay
2) _____

(Vote Recorded By)