



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Sheriff's Office



Date: May 21, 2013

Board Meeting Date: August 6, 2013

Special Notice / Hearing: None

Vote Required: Majority

To: Honorable Board of Supervisors

From: Sheriff Greg Munks

Subject: Agreement with Otis Elevator Company

RECOMMENDATION:

- A) Adopt a Resolution authorizing the Sheriff or his/her designee to:
- 1) Execute a Trade Contract agreement with Otis Elevator Company to provide and install elevators for the Maple Street Correctional Center at 1300 Maple Street in Redwood City, for the term of August 6, 2013, through August 5, 2016, in an amount not to exceed \$1,488,000; and
 - 2) Execute an Owner Assignment and Novation Agreement, necessary to assign the Trade Contract from the County to the Construction Manager; and
 - 3) Execute Change Orders with the Construction Manager for work associated with this Trade Contract, up to a maximum amount not to exceed 3% of the original Trade Contract amount or any other applicable limitation imposed by prior Board action or statute; and
- B) Authorize an additional \$148,800 to the Project Allowance.

BACKGROUND:

After acquiring the 4.85 acres of land in Redwood City, east of Highway 101, on Maple Street at Blomquist Street in December 2010, and approving the scope and size of the jail project at that site in October 2011, the Board approved contracts for jail design, engineering and construction management services on May 8, 2012. By the end of March 2013, the demolition of existing buildings, as well as site clean-up and remediation, was completed. On April 9, 2013, the Board approved contracts for piles and rough grading. On May 7, 2013, the Board approved contracts for electrical, mechanical, plumbing, security electronics, and detention equipment. On July 23, 2013, the Board approved contracts for fire alarms, fire sprinklers, and testing and inspections.

DISCUSSION:

On June 11, 2013, the Sheriff's Office, using outreach that included local advertising and website posting, issued a Request for Statement of Qualifications (RFSOQ) to prequalify potential bidders as the first step of the County's selection process for firms to provide and install elevators for the jail project. Four firms responded to the RFSOQ and after review of those responses, all four firms were selected for prequalification: Kone, Inc., Mitsubishi Electric, US Inc., Otis Elevator Company, and ThyssenKrup Elevator Corp. On June 27, 2013, Requests for Bids were sent to each of the prequalified firms. Two firms returned timely bids. After the bids were reviewed, the County's Selection Committee made the recommendation to award the contract to Otis Elevator Company as the lowest responsible bid received for the work.

The scope of work includes, but is not limited to, providing and installing elevators for the Maple Street Correctional Center.

The contractor has assured compliance with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including but not limited to insurance, hold harmless, non-discrimination and equal benefits. If the Board approves the award to Otis Elevator Company, the County will enter into the Trade Contract with Otis Elevator Company. Upon execution of the Trade Contract, an Owner Assignment and Novation Agreement will be executed and the Trade Contract will be assigned to Sundt/Layton, the Construction Manager. Sundt/Layton will oversee the performance of the Trade Contract and thus shall be responsible for full liability and financial risk under the Construction Manager at Risk delivery method. A form of the assignment agreement was approved by the Board as part of the approval of the Agreement for Construction Management Services with Sundt/Layton. The Project Allowance increases with the addition of each trade contract by an amount equal to 10% of that trade contract amount. The Project Allowance will be available to pay for the costs of change orders due to unforeseen conditions and scope adjustments up to the amount limited and permitted by law and to pay for other related expenses.

County Counsel has reviewed and approved the Resolution and Agreement as to form. Contractor meets insurance certification requirements.

Approval of this Resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community by ensuring a safe and cost effective replacement jail facility.

FISCAL IMPACT:

The amount of the Trade Contract agreement with Otis Elevator Company is \$1,488,000, with an additional authorization for change orders up to \$44,640 (3%). There is also a Project Allowance allocation of \$148,800 which may be used to pay for the costs of change orders and for other project related costs. Funds were appropriated in the FY 2013-14 Recommended Budget to cover these costs through December 2013. The County is planning to issue Lease Revenue Bonds this fall to fund the Maple Street Correctional Center Project.

Exhibit A – Request for Bids

Exhibit B – RFB Process Matrix

Exhibit B

REQUEST FOR BID PROCESS MATRIX

1.	General description of RFSOQ/RFB	Provide and install elevators.
2.	List key evaluation criteria	Bids were evaluated based on the following: 1. Lowest responsible bid
3.	Where RFSOQ advertised	San Francisco Examiner McGraw/Hill Rose Report Posted on the Sheriff's Office web page
4.	In addition to advertisement, list others to whom the RFB announcement was sent	Sent to those enrolled to receive automatic notifications and announcements on the Sheriff's web page, Facebook and Twitter.
5.	Total number of RFSOQ's sent to prospective proposers	None directly
6.	Number of bids received	2
7.	Who evaluated the bids	Project Manager Sam Lin Steve Blaylock, Sundt/Layton Ed Deffner, Sundt/Layton
8.	In alphabetical order, names of RFSOQ proposers (or finalists, if applicable) and location	Kone, Inc. San Leandro, CA 94577 Mitsubishi Electric, US Inc. Cypress, CA 90630 Otis Elevator Company San Francisco, CA 946112 ThyssenKrupp Elevator Corp. San Leandro, CA 94577