



Agenda Item # _____



Staff Report

City of Manhattan Beach

TO: Honorable Mayor Montgomery and Members of the City Council

THROUGH: Geoff Dolan, City Manager *GD*

FROM: Jim Arndt, Public Works Director
Bruce Moe, Finance Director
Gwen Eng, General Services Manager *A*

DATE: August 5, 2008

SUBJECT: Consideration of the Award of a Three-Year Automatic Door Maintenance Services Contract to Automatic Doors.Com (Estimated Value of \$24,600)

RECOMMENDATION:

Staff recommends that the City Council award RFP #738-08 to Automatic Doors.Com for a three-year contract to provide automatic door maintenance services at City facilities, with an estimated value of \$24,600.

FISCAL IMPLICATION:

Sufficient funds are available in the Public Works Department budget for these services.

DISCUSSION:

The City has automatic doors at four City facilities: Joslyn Community Center, Manhattan Heights Community Center, City Hall, and the Post Office Annex. The contract scope of work entails a monthly preventative maintenance program. Such a program can often catch problems before they turn into a large repair job. Considering the high traffic at these facilities, preventative service is essential for proper operation and safety. Any necessary repairs will be performed at predetermined time-and-materials rates.

Staff solicited proposals and two responses were received:

<u>Company</u>	<u>Cost</u>
1. Automatic Doors	\$24,600
2. Nesdoor Entry System	\$28,500

Because this is a service contract, vendor selection is based upon several factors: experience, quality control, references, cost, and ability to meet insurance requirements. Based upon these factors, staff recommends awarding a contract to Automatic Doors.Com since they offered the best pricing while meeting all other requirements.

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If approved, this contract will be in the form of purchase order. In addition, the City may cancel the contract at any time without cause if necessary.