

**CITY OF SAN ANTONIO
PARKS AND RECREATION DEPARTMENT
CITY COUNCIL AGENDA MEMORANDUM**

TO: Sheryl Sculley, City Manager
FROM: Malcolm Matthews, Director, Parks and Recreation
SUBJECT: Bolivar Hall Electrical Upgrades and Fire Alarm System
DATE: March 16, 2006

SUMMARY AND RECOMMENDATIONS

This ordinance accepts the low, qualified bid by HSC Electric, Inc., a SBE firm, to perform construction work in connection with the Bolivar Hall Electrical Upgrades and Fire Alarm System project in City Council District 1 for a total contract amount of \$108,000.00; authorizes the execution of a standard construction contract; allocates \$5,000.00 for engineering contingency, \$2,000.00 for mandatory project fees, \$16,200.00 for construction contingency, and \$7,300.00 for park materials; authorizes appropriations of \$138,500.00 from Certificates of Obligation funds; and provides for payment.

Staff recommends approval of this ordinance.

BACKGROUND INFORMATION

Bolivar Hall is one of the historic structures located within La Villita in City Council District 1. Improvements to this facility were identified within the FY 2006-2011 Adopted Annual Capital Budget to include upgrades to the electrical system and the installation of a fire alarm system. This ordinance accepts the low, qualified bid by HSC Electric, Inc. to perform the construction work in connection with this project.

The construction bid was advertised in December 2005 in the Commercial Recorder, San Antonio Informer, and La Prensa De San Antonio. Two qualified bids were received and HSC Electric Inc. was selected with a low bid of \$108,000.00. A summary of Bids received is shown on Exhibit 1. A standard construction contract will be executed. The firm currently has no other projects with the City. The construction contract is for one hundred twenty (120) calendar days and work is anticipated to begin in May 2006 and will be completed September 2006.

POLICY ANALYSIS

This action is consistent with the FY 2006-2011 Adopted Annual Capital Budget. The construction contract was advertised and selected in accordance with established bid procedures.

FISCAL IMPACT

Funds totaling \$150,000.00 in Certificates of Obligation are identified within the FY 2006-2011 Adopted Annual Capital Budget for this project. The amount of \$11,500.00 has previously been encumbered for engineering, engineering contingency, bid advertising/printing, and mandatory project fees. This ordinance will appropriate \$108,000.00 for construction costs; \$5,000.00 for engineering contingency, \$2,000.00 for mandatory project fees, \$16,200.00 for construction contingency, and \$7,300.00 for park materials for a total of \$138,500.00.

COORDINATION

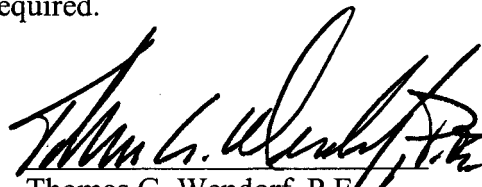
This action has been coordinated with the Texas Department of Licensing & Regulation, the Historic & Design Review Commission, the Development Services Department, the Finance Department, and the Office of Management and Budget.

SUPPLEMENTARY COMMENTS

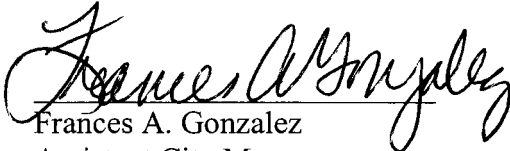
A Discretionary Contract Disclosure Form is not required.



Malcolm Matthews
Director of Parks and Recreation

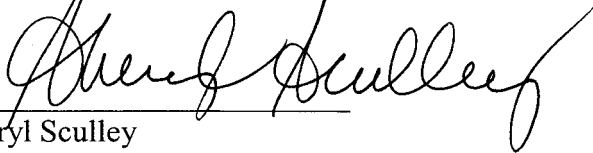


Thomas G. Wendorf, P.E.
Director of Public Works



Frances A. Gonzalez
Assistant City Manager

Approved for Council Consideration:



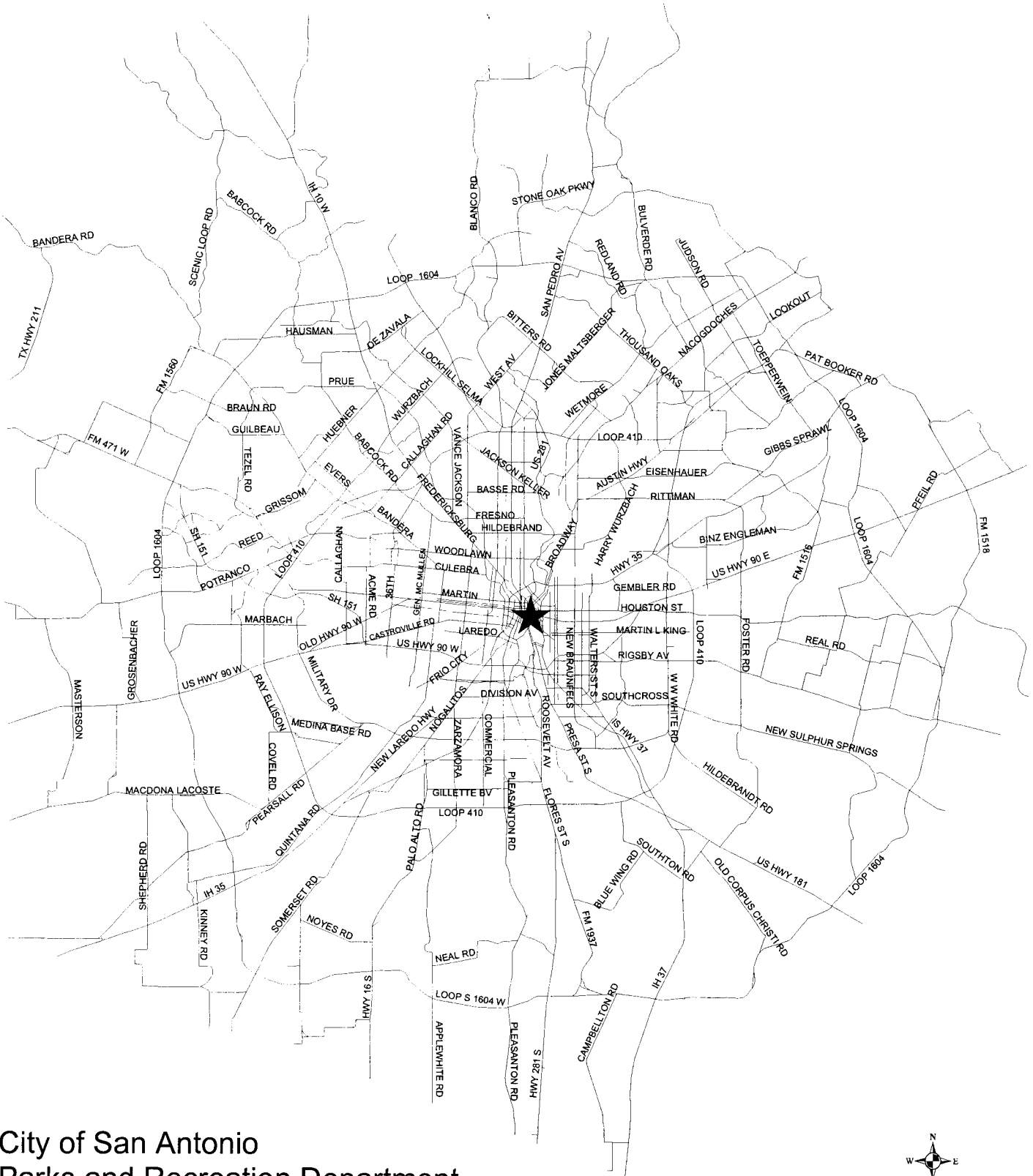
Sheryl Sculley
City Manager

Exhibit I
Construction Bids
Bolivar Hall Electrical Upgrades and Fire Alarm System Project

<u>Bidder</u>	<u>Base Bid</u>
HSC Electric, Inc.	\$108,000.00
Central Electric Co.	\$122,000.00

Site Map

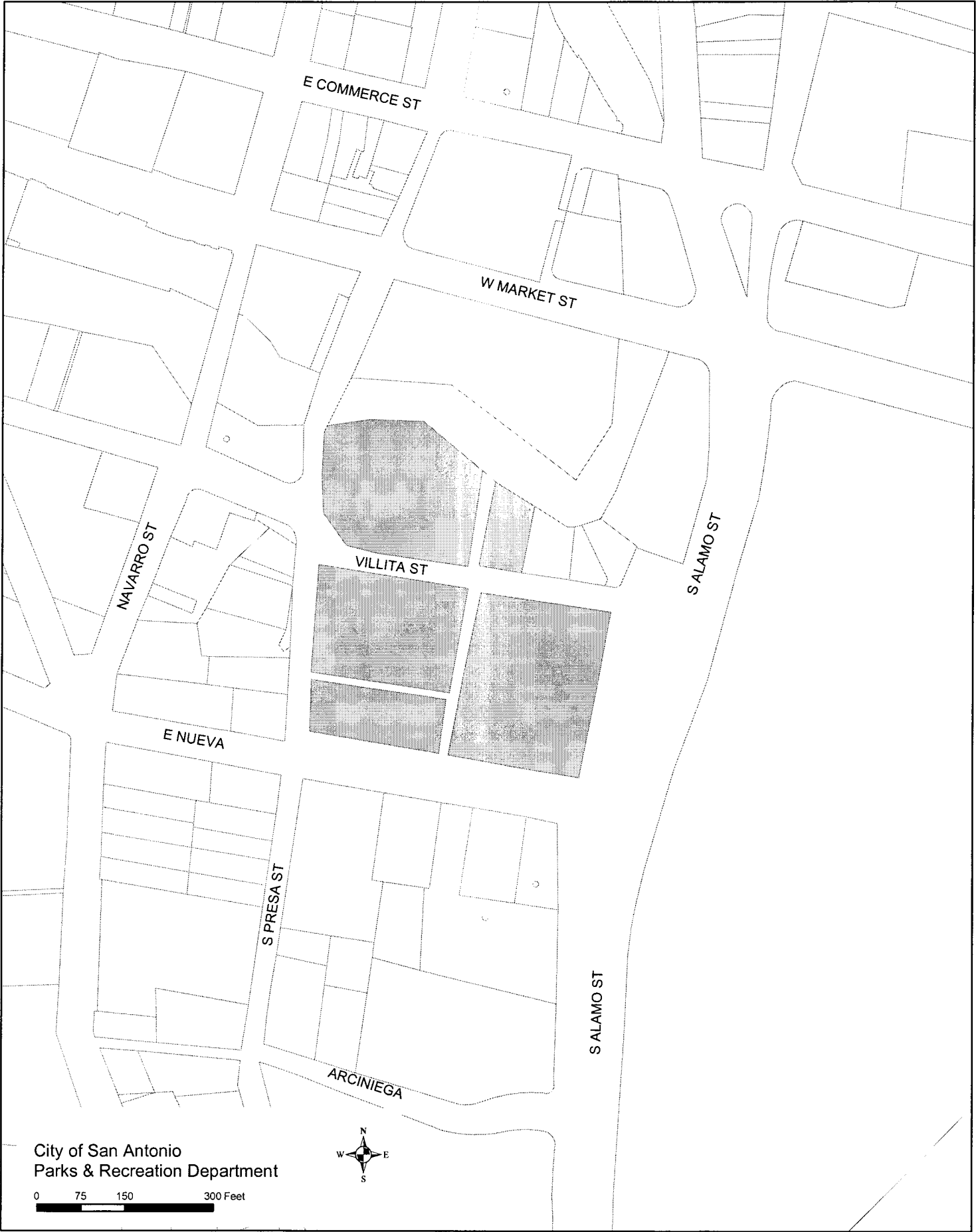
La Villita



City of San Antonio
Parks and Recreation Department



Site Map
La Villita



City of San Antonio
Parks & Recreation Department

0 75 150 300 Feet

**BID FORM SUBMITTED TO THE
CITY OF SAN ANTONIO, TEXAS
FOR THE CONSTRUCTION OF**

Boliver Hall Electrical Upgrades

IN SAN ANTONIO, TEXAS

The undersigned, as Bidder, declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm, corporation; that Bidder has carefully examined the Project Manual and plans therein referred to, and has carefully examined the requirements of the proposed work; and agrees that the Bidder will provide all the necessary machinery, tools, apparatus, and other means of construction, and will do all the work and furnish all the materials called for in the Project Manual and plans in the manner prescribed therein and according to the requirements of the Director of Public Works as therein set forth.

It is understood and agreed that the work is to be completed in full on or before **One Hundred Twenty (120)** calendar days.

Accompanying this Bid is a Bid Guaranty in the amount of five Percent (5%) percent of the greatest total amount of the Bid. Said Bid Guaranty, in the form of a Certified or Cashier's Check on a State or National Bank, or Bid Bond, is submitted as a guaranty of the good faith of the Bidder and that the Bidder will execute and enter into a written contract to do the work, if his bid is accepted. The Bidder by submitting this completed form hereby agrees that if he/she fails to execute the written contract and furnish satisfactory bond, within ten (10) calendar days after City Council award, the City of San Antonio shall, in any of such events, be entitled and is hereby given the right to retain said Bid Guaranty as liquidated damages. It is understood that the City of San Antonio reserves the right to reject any and all proposals whenever the City Council deems it in the interest of the City to do so, and also the right to waive any informalities in a bid.

In the event of the award of a contract to the undersigned, the undersigned will execute same on Construction Contract (General Form) and make bond for the full amount of the contract, to secure proper compliance with the terms and provisions of the contract, and to insure and guarantee the work until final completion and acceptance or the end of the guarantee period where so stipulated, and to guarantee payment of all lawful claims for labor performed and materials furnished in the fulfillment of the contract.

The work proposed to be done shall be accepted when fully completed and finished to the entire satisfaction of the Director of Public Works. The undersigned certifies all prices contained in this bid have been carefully checked and are submitted as correct and final.

Boerne, TX 78006

City, State and Zip Code

ML

E-mail Address

Proposal Form Attachment

Certification of Non-Collusion

"The undersigned affirms that they are duly authorized to execute the proposed contract, that this company, corporation, firm, partnership or individual has not prepared this Bid in collusion with any other Bidder, and that the contents of this Bid as to prices, terms or conditions of said Bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this Bid.

By: ASC ELECTRIC INC
(Print or Type Name)

HENRY GONZALEZ President
(Print or Type Title/Position with Business)

[Signature]
(Signature)

1/11/06
(Date)

End of Section 00300

LITIGATION DISCLOSURE

Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your bid from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Circle One

YES

NO

2. Have you or any member of your Firm or Team been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Circle One

YES

NO

3. Have you or any member of your Firm or Team been involved in any claim or litigation with the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Circle One

YES

NO

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your bid.

TO THE BEST OF MY KNOWLEDGE, THE ABOVE INFORMATION IS TRUE AND CORRECT.

Company Name: HSC ELECTRIC INC

[Signature]
Signature of Principal:

HENRY GONZALEZ
Printed Name of Principal:

President
Title of Principal

ATTACHMENT A

LIST OF SUBCONTRACTORS/SUPPLIERS
(FOR CONTRACTS ESTIMATED BY CITY LESS THAN \$200,000)

The Bidder/Proposer, HSC Electric, Inc., as part of the procedure for the submission of bids on a project known as Bolivar Hall Electric, submits the following list of subcontractors or proposed subcontracting areas (use additional sheets if necessary) to be used in the performance of work to be done on said project.

NAME OF SUBCONTRACTOR	MBE-WBE-AABE CERTIFICATION NUMBER	HUE (Y/N)	PERCENT AND DOLLAR AMOUNT OF SUBCONTRACT
<u>American Defense Resources</u>		<u>Y</u>	
<u>377 E.</u>		<u>Y</u>	

The following section is to be completed if the contract (Project) is for less than \$200,000. Please list subcontracting solicitations to all MBE-WBE-AABE contractors for participation on project. If none, explain (exclude successful Bidders listed above). Use additional sheets if necessary. The contractor is expected to solicit participation on subcontracts from available MBE-WBE-AABE-SBEs under this contract.

NAME OF COMPANY PERFORMING WORK	MBE-WBE-AABE CERTIFICATION NUMBER	HUE (Y/N)	REASON FOR REJECTION
<u>No bids</u>			

Only companies certified as MBE, WBE, AABE or SBE by the City of San Antonio or its certifying organization can be applied towards the contracting goals. All MBE-WBE-AABE-SBE subcontractors must submit a copy of certification certificate through the Prime Contractor. Proof of certification must be attached to this form. If a subcontractor is not certified, please call the Small Business Outreach Division at (210) 207-3900 for information and details and how subcontractors can obtain certification.

It is understood and agreed that, if awarded a contract by the City of San Antonio, the Contractor will not make additions, deletions, or substitutions to this certified list without consent of the Director of Economic Development and Director of the appropriate contracting department (through the submittal of the Request for Approval of Change to Affirmed List of Subcontractors form).

AFFIRMATION

I HEREBY AFFIRM THAT THE ABOVE INFORMATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF. I FURTHER UNDERSTAND AND AGREE THAT, IF AWARDED THE CONTRACT, THIS DOCUMENT SHALL BE ATTACHED THERETO AND BECOME A BINDING PART OF THE CONTRACT

NAME AND TITLE OF AUTHORIZED OFFICIAL: HENRY BENZHOER President

SIGNATURE: [Signature] DATE: 1/11/06

List of Subcontractors

Rev. 03/3/03

04/26/04

SBEDA Program

CITY OF SAN ANTONIO
CONTRACTOR'S QUALIFICATIONS STATEMENT

This statement, fully executed, must accompany each proposal submitted to Owner for Owner to consider the bid.

The Contractor is required to limit their response to this qualification statement to no more than sixty (60) 8-1/2 " X 11" pages including all attachments.

The undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED BY:

LEGAL NAME:

HSC Electric, Inc.

ADDRESS:

226 Bentwood

Boerne, TX 78006

PRINCIPAL OFFICE:

PHONE:

735-1560

FAX:

" "

NAME OF PROJECT:

Poliver Hall Electrical upgrade

TYPE OF WORK (Indicate in-house trades):

General Construction

HVAC

Plumbing

✓ Electrical

Other (specify)

1 Organization

1.1 How many years has your current organization been doing business as a construction general contractor? 8 years.

1.2 How many years have you been doing construction-contracting work under previous business name(s)? _____ years.

1.3 Under what other or former names has your organization operated? (list all)

1.4 If your organization is a **corporation**, answer the following:

1.4.1. Date of incorporation: _____ No. of Years 6

1.4.2. State of incorporation: TX

1.4.3. President's name: Henry Gonzalez

1.4.4. Vice-President's name: Gracie Gonzalez

1.4.5 Secretary's name: ll y

1.4.6 Treasurer's name: y y

1.5 If your organization is a **partnership**, answer the following:

1.5.1 Date of organization: _____ No. of Years _____

1.5.2 Type of Partnership (if applicable): _____

1.5.3 Name(s) of general partner(s): _____

1.6 If your organization is **individually owned**, answer the following:

1.6.1 Date of organization: _____ No. of Years _____

1.6.2 Name of owner: _____

1.7 If the form of your organization is other than those listed above, describe it _____ and name the principals: _____

1.8 Attachment 1.8: Attach a one page copy of your business organizational chart, complete with names and titles, identify as Attachment 1.8.

1.9 Attachment 1.9: Briefly explain your construction management approach for the proposed project.

2 Experience

- 2.1 List project names, approximate contract amounts and name and phone number of owners, reference contacts of similar or larger scope awarded in past five (5) years (in Attachment 2.1 format)
- 2.2. Attachment 2.2: Briefly Identify in one page or less the name of the proposed **job superintendent**, number of years of superintendent experience (including previous employment), number of years employed with this organization, names of similar projects of this organization where employed as superintendent and current owner contact names and phone numbers.
- 2.3. Attachment 2.3: Briefly identify in one page or less the name of the proposed **project manager**, number of years of project management experience (including previous employment), number of years employed with this organization, names of similar projects of this organization where employed as project manager and current owner contact names and phone numbers.
- 2.4. Attachment 2.4: On separate sheet(s), briefly list the construction experience, quality control and present commitments of the key individuals of your organization.
- 2.5. Attachment 2.5: Briefly describe in one page or less the Bidder's system for the selection, award and management of sub-contractors and suppliers. Include methods to encourage sub-contractors to accelerate their work schedule.
- 2.6. Attachment 2.6: Provide evidence in an attachment of sufficient resources necessary to manage, staff and successfully perform the work. Provide a profile in addition to the above information to assist the Owner in its evaluation. Include an organizational structure and indicate the number and qualifications of key personnel. Include a discussion of the methods, tools, or procedures used to schedule the work and complete projects on time. Include evidence of ability to obtain bonding, insurance and the ability to cover operating costs.

3 Financing

- 3.1 Attachment 3.1: Financial Statement. The bidder must attach a current report of his financial condition sworn to before a Notary Public with their bid/proposal. Attach a financial statement, preferably audited, including your organization's latest balance and income statement showing current assets, net fixed assets, other assets, current liabilities and other liabilities. Clearly indicate name and address of firm preparing financial statement, and date thereof. If the financial statement is not for the identical organization named above, explain the relationship and financial responsibility of the organization whose financial statement is provided (parent, subsidiary, etc.).
- 3.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?
☒ Yes ☐ No

4 Notification of Criminal History of Offeror/Contractor

- 4.1 Have you or any member of your business or to be assigned to the construction of this project ever been convicted of a felony in the last five- (5) years?
_____ Yes ☒ No
- 4.2 Have you or any member of your business or to be assigned to the construction of this project ever been convicted of a misdemeanor greater than a Class C in the last five- (5) years? _____ Yes ☒ No
- 4.3 Attachment 4.3: If you answered yes to question 4.1 and or 4.2 above, provide on a separate attachment the name (s) of the person(s), the nature and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation as applicable.
- 4.4 Note: Conviction of a felony by an Owner or Operator shall not automatically constitute disqualification of the Offeror/Contractor. However, failure to provide advance notice of such conviction by the Offeror/Contractor, or misrepresentation of the conduct which resulted in the conviction, may lead to termination of an awarded contract.

5 Performance

- 5.1 Attachment 5.1: On a separate sheet, list no more than ten (10) major projects your organization has completed in the past five years, giving the name of project, owner, owner contact person and phone number, architect, architect's contact person and phone number, contract amount, dates of start and completion, method of project delivery, brief description of scope of work, status of occupancy of the facility during construction, and percentage of the cost of the work performed with your own forces.
- 5.2 Have you or any member of your business been terminated (for cause or otherwise) from any work being performed for the City of San Antonio or any other Federal, State or Local Government, or Private entity during the last ten (10) years? _____ Yes ☒ No
- 5.3 Has your organization ever been in default for work awarded to it during the last ten- (10) years? _____ Yes ☒ No
- 5.4 Attachment 5.4: If you answered yes to question 5.2 or 5.3 above, provide on a separate attachment the name (s) of the person(s), the nature and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation as applicable.
- 5.5 Are there any judgments, claims, arbitration proceedings or suits currently pending or outstanding against your organization or its officers at this time?
_____ Yes ☒ No
- 5.6 Has your organization filed or been party to any lawsuits or requested arbitration with regard to construction contracts within the last five years?
_____ Yes ☒ No

- 5.7 Has your organization been involved in Offeror/contractor/owner major disputes within the last five (5) years for work awarded to it?
_____ Yes _____ No
- 5.8 Attachment 5.8: If you answered yes to question 5.5, 5.6. and/or 5.7 above, provide on a separate attachment the name (s) of the person(s), the nature and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation as applicable.
- 5.9 Attachment 5.9: Indicate the number and % of major projects completed within initial completion schedule within past five (5) years. Include the following:
Mo./Yr. Completed, Project Name, Contract Amount, Owner Contact Current Phone, and Reason(s) for delay
- 5.10 Indicate the number of major projects and %, which have exceeded initial completion schedule within past five (5) years.
Number of Projects: 112 Percent (%) exceeded _____
- 5.11. Has you organization been assessed liquidated damages within last five (5) years?
_____ Yes _____ No
- 5.12 Attachment 5.12: If yes to no. 5.11 above complete the following in separate attachment; Mo./Yr. Completed, Project Name, Contract Amount, Owner Contact Current Phone, and Reason(s) for delay.
- 5.13. Has your organization executed any change orders/field alterations executed on your last three- (3) major projects?
_____ Yes _____ No
- 5.14. Attachment 5.14: If yes to no. 5.13 above complete the following in separate attachment; Mo./Yr. Completed, Project Name, Contract Amount, Owner Contact Current Phone, and Reason(s) for change orders.
- 5.15. Has your organization responded to any warranty callbacks on your last three- (3) similar projects?
_____ Yes _____ No
- 5.16. Attachment 5.16: If yes to no. 5.15 above complete the following in separate attachment; Mo./Yr. Completed, Project Name, Contract Amount, Owner Contact Current Phone, and Reason(s) for call back.
- 5.17. Describe your construction job safety record for past 5 years.
N/A
- 5.18. Describe your organization's commitment to completing quality work.

5.19. Has your organization been involved in Offeror/Contractor/Architect disputes within the last five- (5) years for work awarded to it?
_____ Yes ☒ No

5.20. Attachment 5.20: If yes to no. 5.19 above complete the following in separate attachment; Mo./Yr. Completed, Project Name, Contract Amount, Owner Contact Current Phone, and disputed Issue.

5.21. Has your organization been debarred, suspended, become ineligible or voluntarily become excluded by any Federal Government department or agency? _____ Yes ☒ No

5.22 Attachment 5.22: If you answered yes to question 5.21 above, provide details and explanation.

6 Construction Team Qualifications

6.1 List the categories of work (trade) that your organization normally performs with its own forces.

Electrical

6.2 Attachment 6.2: On a separate sheet, list major projects your organization has in progress, giving the name of project, owner's contact person and phone number, architect, architect's contact person and phone number, contract amount, percent complete and scheduled completion date, identify as Attachment 6.2.

6.3 Indicate current total worth of work in progress _____ and under contract: \$ 200,000 dollars.

6.4 Indicate average annual dollar amount of construction work performed during the past two (2) years: \$ 650,000 dollars.

6.5 Identify name of proposed sub-contractor for this project, years experience, and list previous participation by same subs in previous project.

Trade	Sub-Contractor Business	Yrs. In business	Project(s) participation by sub
Civil	_____	_____	_____
Foundation	_____	_____	_____
Steel Erection	_____	_____	_____
Mechanical	_____	_____	_____
Electrical	_____	_____	_____
Plumbing	_____	_____	_____

References

6.6 Trade References:
Name Dexter Electric Address _____ Telephone 828-9795

Name B. Sumner Elche Address _____ Telephone 361-352-1000

Name _____ Address _____ Telephone _____

6.7 Bank References:

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

6.8 Surety:

6.8.1 Name of Bonding Company: _____

6.8.2 Agent:

Name Steve Buttz Address _____ Telephone 344-8888

6.9 Attachment 6.9: Provide current reference letters, dated within the last five 5 years.

6.10 Attachment 6.10: letters of recognition and proof of certificates and awards received.

7 Business Location

7.1 Is your company authorized and /or licensed to do business in Texas?

Yes _____ No

7.2 Where is the Company's corporate headquarters located?

7.3 Does the Company have an office located in San Antonio, Texas?

Yes _____ No

7.4 If the answer to the previous question is "yes", how long has the Company conducted business from its San Antonio office? 8 Years _____ Months

7.5 State the number of current full-time employees at the San Antonio office.

3 full time employees (with benefits).

7.6 If your company does not have a San Antonio office location, does the Company have an office located within Bexar County, Texas?

_____ Yes _____ No.

7.7 If the answer to question 7.6 above is yes, how long has the Company conducted business from its Bexar County office: _____ Years _____ Months

8 Signature

8.1 Date at 3:00 pm this 5 day of Jan, 2006

Name of Organization HSC Electric, Inc

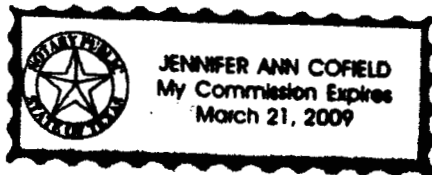
By: [Signature]

Printed Name: Henry Gonzalez

Title: President

Henry Gonzalez, being duly sworn, deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this 5 day of Jan, 2006



Jennifer Ann Cofield
NOTARY PUBLIC, STATE OF TEXAS

My Commission Expires: March 21, 2009

Jennifer Ann Cofield
Typed or Printed Name of Notary

REPRESENTATIONS AND CERTIFICATIONS

By submitting this offer, the Offeror:

- a. Represents that to the best of its knowledge it is not indebted to the City of San Antonio. Indebtedness to the City shall be basis for non-award and/or cancellation of any award.
- b. Applicable to federally funded projects: Certifies that no suspension or debarment is in place which would preclude receiving a federally funded contract.
- c. A person or business entity that enters into a contract with the City of San Antonio must give advance notice to the City if the person and/or owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. The City may terminate a contract with a person or business entity if the City determines that the person or business entity failed to give notice or misrepresented the conduct resulting in the conviction. The City must compensate the person or business entity for services performed before the termination of the contract.
- d. I, the undersigned agent for the business named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME: (check 1, 2 or 3 below)

1. ☐ My business is a publicly held corporation; therefore, this reporting requirement is not applicable.
2. ☒ My business is not owned nor operated by anyone who has been convicted of a felony.
3. ☐ My business is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felon(s): _____

Details of Conviction: _____

PLEASE PRINT OR TYPE

Offeror's Name/Title: Henry Boerzner Signature: Henry Boerzner

Telephone No. 210 3824048 Fax No. 210 7351560

Address 226 Bentwood Boernitt 78006

END OF SECTION 00430

Attachment I

Bolivar Hall Electrical Upgrades and Fire Alarm System
Project 26-00219

		<u>Current</u> <u>Budget</u>	<u>Revisions</u>	<u>Revised</u> <u>Budget</u>
REVENUES:				
Certificates of Obligation		<u>\$0.00</u>	<u>\$138,500.00</u>	<u>\$138,500.00</u>
	Total:	\$0.00	\$138,500.00	\$138,500.00
EXPENDITURES:				
26-00219-01-19-02	Engineering Contingency	\$0.00	\$5,000.00	\$5,000.00
26-00219-05-09	Mandatory Project Fees	\$0.00	\$2,000.00	\$2,000.00
26-00219-05-08	Construction Costs	\$0.00	\$108,000.00	\$108,000.00
26-00219-05-07	Construction Contingency	\$0.00	\$16,200.00	\$16,200.00
26-00219-05-08-01	Park Materials	<u>\$0.00</u>	<u>\$7,300.00</u>	<u>\$7,300.00</u>
	Total:	\$0.00	\$138,500.00	\$138,500.00