

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

Consent

TO: Board of Trustees
FROM: Douglas Treadway
DATE: September 26, 2007
SUBJECT: Award Bid 275, Replacement of Cooling Towers

On August 1, 2007 the District issued Bid 275, Replacement of Cooling Towers, soliciting for contractors to remove and replace two HVAC cooling towers located on the roof of Building 1. These units are over 16 years old and are rusted and leaking. The new units will be more energy efficient and will reduce maintenance costs. Advertisements were run on August 9 and August 15, 2007; and, a mandatory job walk/pre-bid conference was scheduled for August 16.

9 firms sent representatives to the job walk and 4 bids were received on September 18, 2007 as follows:

Bidder	Base Bid Amount	Alternate 1 Amount	Total Bid
American Cooling Tower	\$218,500.00	\$11,330.00	\$229,830.00
Environmental Systems, Inc.	260,300.00	4,860.00	265,160.00
Marken Mechanical	280,000.00	10,000.00	290,000.00
N.S. Construction	271,100.00	23,000.00	294,100.00

The District requested alternate bids to provide an upgraded controls system for the new cooling towers. The District has decided to include this option in the bid award.

Although American Cooling Tower was the apparent lowest bidder, their bid was not responsive to the bid documents and is therefore rejected.

The bid from American Cooling Tower did not include the required experience documentation or references needed to make an award. The bid documents state, "Information on Bidder's experience shall be provided in the Bidder's Questionnaire form..." American Cooling Tower left this section of the form blank. There was a minimum documented experience level required in the bid that, therefore, could not be verified. Further, their bid response contained a letter that could be viewed as an exception and used to limit the scope of work. This may be indicative of why their base bid was 16% lower than the next lowest bid, while all other base bids were within less than 4% of each other. According to the bid documents, the Board will determine if

exceptions shall be granted. Allowing an exception to limit the scope of work would probably invalidate the bid and require the District to re-bid the project at a later date.

Time is of the essence in the award of this contract, as there is a long lead time for purchase of the cooling towers and the work must be done when the buildings are vacant (during the holiday break.)

Adequate funding for this project is available in the scheduled maintenance account.

RECOMMENDATION

The Superintendent/President recommends the board reject the bid from American Cooling Tower as non-responsive, disallow any exceptions to the bid, and award Bid 275, Replacement of Cooling Towers to Environmental Systems, Inc. as the lowest responsible bidder. It is further recommended the board approve contract number 2750801 to Environmental Systems, Inc. in the not to exceed amount of \$ 265,160.00 for this purpose.