

TOWN COUNCIL

STAFF REPORT

Public Services Department



MEETING DATE:	March 14, 2023
PROJECT:	Consideration of Proposed Contractual Agreement Relating to Master Service Agreement for As Needed, On Call Electrical Services
PROJECT MANAGER:	Derrick Coaxum, Director of Public Services

RECOMMENDATION: Staff recommends that Town Council authorize the Town Manager to execute a non-exclusive Master Services Agreement (MSA) for As Needed, On Call Electrical Services to Bluffton Electric, LLC. The term of this contract would be for one year with four one-year renewal options.

BACKGROUND/DISCUSSION: On call electrical services have been a vital part of maintaining the Town's facilities, IT structure, and Capital Improvement Projects. When staff published this most recent solicitation and posted it on Vendor Registry and South Carolina Business Opportunities and advertised it on social media, it was the intent of the Public Services department to maintain more than one electrician under MSA to get the best response times to our requests for task orders.

CURRENT STATUS: In accordance with the Town's Purchasing Policies and Procedures, staff publicly posted a Request for Proposal on November 1, 2022, and received three. All three vendors were asked to lower their submitted hourly rates; only Bluffton Electric did so. As a result, the ranking as determined by the evaluators was:

<u>Vendor</u>	<u>Points out of 100</u>
1. Bluffton Electric, LLC	80
2. Howell-Chase Heating and Air, Inc.	75
3. Superior Heating and Air, Inc.	65

Instead of putting more than one firm under contract, Staff is recommending just Bluffton Electric be placed under contract for this non-exclusive MSA.

NEXT STEPS: Authorizing the Town Manager to sign the Master Service Agreement (Attachment 1) with Bluffton Electric, LLC.

ATTACHMENTS:

1. MSA Agreement with Fee Schedule
2. Resolution
3. Motion