



## Folsom City Council Staff Report

<b>MEETING DATE:</b>	6/24/2025
<b>AGENDA SECTION:</b>	Consent Calendar
<b>SUBJECT:</b>	Resolution No.11406 – A Resolution Authorizing the City Manager to Execute an Agreement with Mesa Energy Services Inc. for \$372,516 from the General Fund (Fund 010) for the Folsom Community Center and Rotary Clubhouse Commercial Kitchen Equipment Replacement
<b>FROM:</b>	Parks and Recreation Department

### **RECOMMENDATION / CITY COUNCIL ACTION**

Staff recommends the City Council Approve Resolution No.11406 – A Resolution Authorizing the City Manager to Execute an Agreement with Mesa Energy Services Inc. for \$372,516 from the General Fund (Fund 010) for the Folsom Community Center and Rotary Clubhouse Commercial Kitchen Equipment Replacement.

### **BACKGROUND / ISSUE**

The commercial kitchen equipment at the Folsom Community Center and Rotary Clubhouse are all existing equipment from the time of initial construction. The pieces of equipment have been in operation for 25-30 years. Regular and emergency maintenance has occurred on several units that have caused some of the equipment to be rendered unusable. Both of these facilities are in high demand from individuals, businesses, and organizations for events and gatherings in which having use of the kitchen is necessary.

The Parks & Recreation Department issued a Request for Proposal (RFP) for commercial kitchen equipment purchase, removal and installation services at the Folsom Community Center and Rotary Clubhouse on April 1, 2025. A mandatory facility and project walk through was held on April 10, 2025, where 5 representatives attended. During this project meeting staff shared the importance of the available time to complete this project and received verbal commitment from all vendors present that a 5-day window to complete the work was sufficient from what they were there to review. Additionally, vendors were able to discuss with the staff the electrical and gas connections to ensure seamless replacement of all new equipment with current electrical and gas supplies. Staff released an RFP for proposals with criteria of technical skills and project costs

due to the age of the equipment and the short window of time to complete the project. The proposals were evaluated based on a weighted response for the technical skills including relevant experience, project understanding and ability to complete work in the allotted timeframe, in addition to costs to ensure the best value for the project following the Folsom Municipal Code. In the review of the proposals three staff from the Parks & Recreation Department (Recreation Manager, Facilities Manager, Sr. Recreation Coordinator) evaluated and scored the proposals. The total cost of this project is under the allocated budget for this project of approximately \$35,000. Any savings from this project, staff recommends transferring these funds into the facilities capital improvement fund.

### **POLICY / RULE**

In accordance with Chapter 2.36 of the Folsom Municipal Code, Public Works projects or purchases costing \$75,049 or greater shall be awarded by the City Council.

In accordance with the Folsom Municipal Code, Chapter 2.36.110, the award of a contract shall be made to the responsible offer or whose proposal is determined in writing to be the most advantageous to the City, taking into consideration price and quality through the evaluation of technical skills outlined in the request for proposals.

### **ANALYSIS**

The RFP was publicly advertised, and the due date was April 30, 2025. A total of 6 proposals were received by April 30, 2025. One proposal was not reviewed as they did not attend the mandatory facility and project walk through that was scheduled on April 10, 2025. A full review of 5 proposals was conducted by staff from the Parks & Recreation Department including the Facilities Manager, Recreation and Community Services Manager, and the Senior Recreation Coordinator. During this review it was determined that another proposal was not responsive to the RFP as they indicated that this job was being quoted as a non-prevailing wage job. Therefore, four proposals were scored based upon submission.

### **Technical Skills**

Each evaluator reviewed the technical portion for the project based on a weighted score. The proposals scored experience and staffing (25 points), project understanding (20 points), and deliverables for delivering the project on time (30 points). Each technical skill was given a weighted score with a maximum of 75 points. The technical evaluations scoring is shown below in Table 1.

**TABLE 1 – Score for technical skills (75 points maximum)**

<b>Consultant</b>	<b>PR 1</b>	<b>PR 2</b>	<b>PR 3</b>	<b>Average</b>
Mesa Energy Services	73	68	75	72
Douglas Equipment	69	65	64	66
Federal Supply	66	62	62	63
HCI Inc	62	60	59	60

In the review of proposals staff focused on the information presented in the proposal to ensure that the individuals had the experience and staffing to confidently complete the work in the allotted 5-day window at each facility. Both of these facilities are highly impacted with rentals and programs that are scheduled 12 months in advance and any delays would impact users of the facility and potential revenue. We are currently working with a small window in late August to replace the Community Center kitchen and early September to replace the Rotary Clubhouse kitchen.

After reviewing the technical skills staff scored each proposal for a maximum of 25 points on total costs. Staff reviewed the equipment costs, equipment sales tax, labor/installation costs, and any other costs to be associated with the project including prevailing wage. During this review it was concluded that some of the proposals were missing costs including the prevailing wage and sales tax. The total costs of the project is listed on Table 2.

**TABLE 2 – Total Project Costs**

<b>Consultant</b>	<b>Fee Amount</b>
Mesa Energy Services	<b>\$354,777.00</b>
Douglas Equipment	<b>\$328,446.12</b>
Federal Supply	<b>\$319,125.33</b>
HCI Inc.	<b>\$317,308.00</b>

Table 3 shows the overall total scores including technical skills and project costs based on a maximum score of 100.

**TABLE 3 – Score for technical skills and cost (100 points maximum)**

<b>Consultant</b>	<b>Technical Score</b>	<b>Cost Score</b>	<b>Total Score</b>
Mesa Energy Services	72	22	94
Douglas Equipment	66	24	90
Federal Supply	63	25	88
HCI Inc	60	25	85

Following a comprehensive evaluation of the proposals in accordance with the RFP criteria, staff recommend awarding the Commercial Kitchen Equipment Replacement contract to Mesa Energy Services Inc. The evaluation team found that Mesa Energy Services Inc. demonstrated a strong understanding of the project, with a clear understanding of the project timeline and would meet the time allotted to complete this project in collaboration with staff. Staff have confirmed that Mesa Energy Services Inc, can secure needed equipment and assemble staffing during the week of August 25, 2025, to complete the Folsom Community Center and the week of September 2, 2025, to complete the Rotary Clubhouse. Additionally, their cost proposal is considered responsive with all fees for services identified in their proposal with all equipment identified in the RFP and was the best overall value.

In accordance with the Folsom Municipal Code, Chapter 2.36.110, the award of a contract shall be made to the responsible offer or whose proposal is determined in writing to be the most advantageous to the City, taking into consideration price and the technical skills set forth in the request for proposals.

### **FINANCIAL IMPACT**

As part of the FY 2024-25 Budget, the City Council approved \$497,599 toward the purchase of Folsom Community Center tables and chairs, and the replacement of kitchen equipment at the Folsom Community Center and Rotary Clubhouse. The tables and chairs have been purchased at a cost of \$87,223 leaving an available balance of \$410,376. Sufficient funds are available in the FY 2024-25 budget to proceed forward with this project at the fees for service amount of \$354,777 with a 5% contingency to the project for a total of \$372,516 charged to account 010.2710.900.9005.

### **ENVIRONMENTAL REVIEW**

There is no environmental impact.

### **ATTACHMENTS**

1. Resolution No.11406 – A Resolution Authorizing the City Manager to Execute an Agreement with Mesa Energy Services Inc. for \$372,516 from the General Fund (Fund 010) for the Folsom Community Center and Rotary Clubhouse Commercial Kitchen Equipment Replacement

Submitted,

Kelly Gonzalez,  
Parks & Recreation Department Director