

CITY OF MARSHALL
AGENDA ITEM REPORT

Meeting Date:	Tuesday, January 12, 2021
Category:	NEW BUSINESS
Type:	ACTION
Subject:	Public Works Division Electronic Bidding Policy.
Background Information:	<p>The Engineering Department would like to begin utilizing electronic bidding for our City capital improvement projects in 2021. RtVision, the software provider for our engineering project management program, has a program called BidVAULT that works seamlessly with their other programs for electronically accepting sealed bids. Currently, we utilize a website to post our engineering project plans and specifications and issue project notices and addendums. Our contractor can access this information for free, and print proposal sheets to be completed by hand, placed in a sealed envelope, and hand delivered to our City Clerk prior to bid opening. The process works fine, but there is a lot of opportunity for math error and it does take a lot of resources and time to submit a proposal.</p> <p>With the BidVAULT system, a contractor will still utilize the same website for free access to our plans and specifications. If they choose to submit a sealed bid on the project, the contractor would request a 'key' through the program to receive access to the electronic bid form. They may enter project unit prices and save their work to complete at a later date if they choose. Once they are ready, they may submit their proposal to the City. The BidVAULT program will restrict our access until after the bid opening time and date. At that point, city staff may enter a code to gain access to the proposals and we would read our bids at a public bid opening.</p> <p>City staff is proposing a \$25 user fee (plus processing fees) to utilize the electronic sealed bid service. This fee would be charged and administered entirely by RtVision to cover the costs of the program. The alternative is for the City to cover the cost of the program, and the cost is variable based on the number of project pay items. A typical city street project would cost \$250. City staff believes that the \$25 user fee (plus processing fees) is a low price for our contractors to pay in order to submit a bid. The convenience and reduced opportunity for error are very nice features of this program.</p> <p>At the Public Improvement/Transportation Committee meeting on January 8, 2021, LABAT MADE A MOTION to recommend approval to the City Council of the Public Works Electronic Bidding Policy, including the \$25 user fee (plus processing fees) for the right to submit a sealed bid under the new Electronic Bidding Policy as presented, SECONDED BY LOZINSKI. ALL VOTED IN FAVOR. MOTION PASSED 3:0.</p> <p>At the Ways Committee meeting on January 8, 2021, MOTION BY Bayerkohler, SECONDED BY Labat to approve the Proposed Electronic Bidding Policy to be moved onto the full Council for approval. ALL VOTED IN FAVOR.</p>
Fiscal Impact:	
Alternative/ Variations:	No alternative actions recommended.
Recommendation:	that the Council approve the Electronic Bidding Policy as Chapter 4–Section 3 (3-101) to the Administrative Policy, including the \$25 user fee (plus processing fees) to utilize the electronic sealed bid service.