

# City Council Meeting

## Agenda Item

### Data Sheet

**Meeting Date:** November 21, 2022

**Topic:**

Approve an agreement with Shane Griffin Power & Electrical Services, LLC for electrical contractor services for Fiscal Year 2023, for a not-to-exceed amount of \$75,000 (RFP 2022-10R), authorize the expenditure of funds therefor, and authorize the City Manager to execute the agreement. This amount is included in the FY 2022-2023 budget.

**Background:**

The proposed services agreement with Shane Griffin Power & Electrical Services, LLC includes a scope of work to perform electrical contractor services for the City on an as-needed basis that may include repair, replacement, upgrade, new construction and alteration of existing electrical services for City facilities and infrastructure.

This contract is for one year beginning November 22, 2022 and expiring at fiscal year-end (September 30, 2023), and has three additional one-year renewal options.

Shane Griffin Power & Electrical Services, LLC was selected through the Request for Proposals process (RFP 2022-10R). Three firms submitted sealed proposals, with Shane Griffin Power & Electrical Services, LLC being selected as offering the best value to the City based on the proposed scope of work. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

Funds for electrical contract services were allocated in the Fiscal Year 2022-2023 budget.

**Origination:** Project Management

**Recommendation:**

Staff recommends awarding a Services Agreement to Shane Griffin Power & Electrical Services, LLC for electrical contractor services for a total amount not to exceed \$75,000

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo, Project Manager

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: \_\_\_\_\_ If yes, specify Account Number: # 100-157-6206

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed Meagan Mageo

Staff Member

Date

Approved by \_\_\_\_\_

City Manager

Date