



## STAFF REPORT

**DATE:** October 17, 2017

**TO:** Ronald L. Olson, City Manager

**FROM:** Leslie Hinkle, Executive Director of Community Development

**SUBJECT:** Reject Bids for #17-16 Girl Scouts of Central Texas Killeen Service Center Rehabilitation Project

### **BACKGROUND AND FINDINGS:**

During the FY2016-17 allocation process, Girl Scouts of Central Texas (GSCTX) was allocated \$209,248.00 of Community Development Block Grant (CDBG) (Ord 16-036) funds to be used for renovations to an existing building (owned by GSCTX) for use as the Killeen Service Center. Proposed renovations included remodeling of the existing cement masonry unit facility, ADA restrooms, plumbing, electrical, HVAC, windows, roof, masonry patching, demolition of asphalt parking, and installation of concrete parking and sidewalk.

Electronic bid documents were available from the City of Killeen web site, Demand Star, and the Electronic State Business Daily (ESBD). Additionally, plans and specifications were available through six plans rooms. All plan sets and bid packets were available at no charge. Bids received for the project were opened and read aloud August 30, 2017, at 2:00 pm in the Council Chambers at City Hall.

One bid was received from A&L Sanchez Painting and Construction; the bid exceeded the available project budget.

### **THE ALTERNATIVES CONSIDERED:**

#### **Which alternative is recommended? Why?**

No alternatives were considered. Construction-related facility improvement projects funded in whole or in part with CDBG funds must be awarded within the available project budget and in accordance with the bidding form.

### **CONFORMITY TO CITY POLICY:**

City procurement and federal procurement guidelines were followed in preparation of the bidding documents, advertising of the bid availability, acceptance of the bid forms, and public opening.

### **FINANCIAL IMPACT:**

#### **What is the amount of the expenditure in the current fiscal year? For future years?**

Expended funds during the current fiscal year total \$374.10 for advertising cost associated with the bidding process; Girl Scouts of Central Texas is reimbursing the City in this amount, as this

is no longer an eligible project expense. No future expenditure on this project is anticipated; the agency has relinquished the FY2016-17 CDBG funds back to the City. GSCTX will re-evaluate the project and consider submittal of an application for CDBG funding in the future.

**Is this a one-time or recurring expenditure?**

NA.

**Is this expenditure budgeted?**

Yes.

**If not, where will the money come from?**

NA

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

NA

**RECOMMENDATION:**

Community Development staff recommends City Council reject the bid received.

**DEPARTMENTAL CLEARANCES:**

Finance

**ATTACHED SUPPORTING DOCUMENTS:**

Bid Analysis

Reimbursement Letter