

City of Palm Coast, Florida

Agenda Item

Agenda Date: September 3, 2024

Department	PUBLIC WORKS	Amount	OVER \$50K
Division		Account #	MULTIPLE
Subject: RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH PALMETTO ELECTRIC, INC., FOR CITYWIDE ELECTRICAL INSTALLATION AND REPAIR SERVICES			
Presenter: Matthew Mancill, Director of Public Works			
Attachments: 1. Resolution 2. Draft Agreement 3. Notice of Intent to Award 4. Project Overview			
Background: Council Priority: B. Safe and Reliable Services The City of Palm Coast's Public Works department is seeking approval for RFP-PW-24-72 Master Services Agreement with Palmetto Electric, Inc., for Citywide electrical installations and repair services completed on an as-needed basis. The Public Works department requires electrical services for a range of critical functions, including facility maintenance, traffic signal repairs, equipment connections, and retention pond fountain operations. Reliable electrical systems are essential for powering equipment, ensuring proper lighting, maintaining instrument connectivity, and upholding safety and regulatory standards. These services are vital for preventing disruptions, avoiding productivity losses, and mitigating safety hazards for citizens, employees, and other stakeholders. In compliance with the City's Purchasing Policy, bid #RFP-PW-24-72 was publicly advertised and solicited. Palmetto Electric, Inc., was the sole bidder and was evaluated as both responsive and responsible. Therefore, staff recommends that the City Council approve the Master Services Agreement with Palmetto Electric, Inc. Funding: The Fiscal Year 2024 budget includes available funding in the City's Public Works Facilities Maintenance, Facilities Fire, Streets, and Sign & Signal budgets to cover the costs of electrical services. Please see the Source of Funds Worksheet below to see the monetary breakdown.			

Source of Funds Worksheet FY 2024:**Facilities Maintenance - Other Contractual Services**

Fund 65035012-034000	\$902,531.00
Total Expended/Encumbered to Date	\$867,649.85
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$20,262.47</u>
Balance	\$14,618.68

Facilities Fire - Other Contractual Services

Fund 65035012-034000-99042	\$47,000.00
Total Expended/Encumbered to Date	\$41,678.88
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$634.80</u>
Balance	\$4,686.32

Streets - Other Contractual Services

Fund 10015011-034000	\$48,500.00
Total Expended/Encumbered to Date	\$42,222.30
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$3,242.05</u>
Balance	\$3,035.65

Sign & Signal - Repair and Maintenance Services

Fund 10015011-046000-50001	\$3,000.00
Total Expended/Encumbered to Date	\$2,538.62
Pending Work Orders/Contracts	\$0.00
Current (WO/Contract)	<u>\$84.00</u>
Balance	\$377.38

Recommended Action:

ADOPT RESOLUTION 2024-XX APPROVING A MASTER SERVICES AGREEMENT WITH PALMETTO ELECTRIC, INC., FOR CITYWIDE ELECTRICAL INSTALLATION AND REPAIR SERVICES