



TO THE HONORABLE CHAIRMAN AND TRUSTEES

REPORT TO: STILLWATER UTILITIES AUTHORITY

No. SUA-16-17

ISSUED BY THE GENERAL MANAGER - STILLWATER, OKLAHOMA

Date of Meeting: March 7, 2016

Subject: Bid Recommendation: Site Security - SUA Bid #09-15/16

Background: On June 2, 2014, the Trustees approved the Stillwater Energy Center (SEC) project. Since then staff has been working to procure equipment and construction packages that are needed to complete the project. The site security package is one of those and consists of all of the surveillance cameras, door access controls, and monitoring systems throughout the facility.

Discussion: Specifications and bid documents were prepared by the project engineer Burns and McDonnell (BMcD). Bid solicitations were advertised in accordance with the City’s purchasing manual and bid specifications were sent to perspective bidders on December 2, 2015. On January 6, 2016, two bids were received and opened. The bids were then evaluated by BMcD and staff.

Manufacturer	Bid Price (\$)
Convergent Technologies	169,142.86
Digi Security Systems	228,700.00

Convergent Technologies submitted the lowest bid for the site security package; however, the bid was incomplete. They took exception to a significant part of the specifications and did not supply any alternative pricing. The significant part of the bid specifications not provided could not be competitively evaluated after the bid opening. Therefore, the Convergent Technologies bid is incomplete. The Digi Security Systems bid was complete per the specifications and stated that they could meet the guaranteed delivery dates. Therefore, Digi Security Systems submitted the lowest responsible bid.

Bid Exceptions: The bid included exceptions to the terms and conditions contained within the bid documents. As part of the bid evaluation process, each exception has been reviewed and additional information has been obtained from the bidder. The exceptions will have to be negotiated with the successful vendor (lowest responsible bidder) prior to execution of a contract.

Budget Impact: This item requires no new appropriation or budget amendment and will not affect year-end projected balances. Funding is available in the SEC project fund, which is held by the Bond Trustee bank.

Alternatives:

1. Award the bid for the site security package for the SEC to Digi Security Systems.
2. Reject the bid from Digi Security Systems and direct staff to repeat the bidding process.

Recommendation: It is recommended that the Trustees award the bid for the site security package to the lowest responsible bidder, Digi Security Systems, in the amount of \$228,700, authorize expenditures from the SEC project fund up to \$251,570 (includes a 10% contingency), and authorize staff to enter into a purchase agreement subject to satisfactory negotiation of the terms and conditions of the purchase.

Prepared by:
Reviewed by City Manager's Office:
Date of Preparation:

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February 25, 2016

Submitted by:



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