

MEMORANDUM

September 13, 2021

TO: Honorable Mayor and City Commission

VIA: James Slaton, City Manager

FROM: Sarah B. Kirkland, Utilities Director

RE: Award of Bid to Accurate Power & Technology for Generator Repair, Preventative Maintenance, and Load Bank Testing

SYNOPSIS: The City's Utilities Department made a request for bid for the repair, preventative maintenance and load bank testing of all the city's portable and stationary generators. Award of bid for this service is to go to Accurate Power & Technology.

STAFF RECOMMENDATION

Staff recommends the City Commission take the following action:

1. Award the bid to Accurate Power & Technology for the annual contract for repair, preventative maintenance and load bank testing of all the city's portable and stationary generators.
2. Authorize the City Manager to execute the appropriate documents, on the City's behalf in regards to this purchase.

BACKGROUND

City staff issued an Invitation to Bid (ITB) #21-487 for Generator Repair, preventative maintenance and load bank testing. Proposals were due on September 2, 2021, to which five interested parties submitted a proposal. Items staff took into consideration, as main factors during the review process, were cost, response time and parts mark-up.

Five sealed bids were received; with Accurate Power & Technology located in Eustis, Florida, being the lowest bidder over all for the above referenced services. City staff makes this recommendation based on the factors listed above.

OPTIONS

None. Preventative maintenance is necessary for the varied sized generators that operate city facilities in the event of emergencies.

FISCAL IMPACT

Monies for generator maintenance are budgeted in the 21-22 operating budgets for the many different departments for which these generators service (water, wastewater, fire, facilities, and police).

ATTACHMENTS

Accurate Power & Technology Contract
Bid Tab Sheet

Copies of all bids are available through the Purchasing Agents office for review.