

**COUNCIL ACTION FORM**

**SUBJECT: CYRIDE 2020 HVAC IMPROVEMENTS PROJECT**

**BACKGROUND:**

The CyRide 2020 HVAC Improvements Project (Bid No. 2020-069) was released on November 26, 2019. Bid plans and specifications called for the replacement of outdated facility heating, ventilation, and air conditioning (HVAC) equipment. Bids were due on January 7, 2020.

Two bids for the project were received from area companies. **As report of bid documents were being finalized for the governing bodies of CyRide, staff was made aware that only one HVAC controls system was specified and that there was only one supplier for the specified system in the area. This oversight in the project specifications led to an overly restrictive bid.** A miscommunication between CyRide staff and a project engineer during the preparation of project documents led to the error.

**After reviewing the matter with CyRide's A&E consultant and the Purchasing Agent, it was decided the best course of action would be to reject all bids and rebid the project after specifications were revised.** Rebidding the project at a later date with a revised specification would allow for full and open competition for the project.

**ALTERNATIVES:**

1. Reject the final plans and specifications for the CyRide 2020 HVAC Improvements Project and reject all bids for Bid No. 2020-069 due to an overly restrictive project specification. Reissue the project after revisions have made to the specifications.
2. Approve the lowest bid from one of the two companies that submitted bids.

**CITY MANAGER'S RECOMMENDED ACTION:**

Alternative No. 1 will allow CyRide to revise the project bid specification to allow for full and open competition. Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby rejecting final plans and specifications, and all bids for Bid No. 2020-069, for construction of the 2020 CyRide HVAC Improvement Project.