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## MEMORANDUM

To: City Council & City Manager

From: Carrie Howlett, Community Development Director/Assistant City Manager

Date: April 6, 2023

Re: Community Development Office Expansion & Remodel

The Bid Opening for this construction project was held on Wednesday, April 5, 2023 after proper publication. Two bids were received as listed below.

<b>Bid Item</b>	<b>Neff/Raper Construction</b>	<b>Engrahm Construction</b>
Community Development Office Expansion & Remodel	\$18,847.68	\$17,600

Section 135.040, General Guidelines, of the City's Procurement Policy addresses in Subsection H. Lowest Responsible Bidder and outlines that the lowest responsible bidder shall be determined by lowest and best. This section indicates that when determining the "lowest responsible bidder", in addition to price, the City will consider 10 individually listed items. Item #2 states "Whether the bidder can perform the contract or provide the service promptly or within the time specified without delay or interference. Item # 9 states "The number and scope of conditions attached to the bid". Item # 10 states "any other pertinent factor".

Section 135.040 General Guidelines of the City's Procurement Policy states in Subsection A that it is the desire of the City to purchase from City of Aurora, Missouri vendors whenever possible. To be considered a City of Aurora vendor, the person or entity must have a physical place of business located in the City and a City business license.

As is evident in the bid tabulation, Engrahm Construction was low bid by \$1247.68.

However, when comparing the bids staff believes that Neff/Raper Construction better details their bid with line items, breakdowns and inclusion of every detailed area of required construction as was requested. During the two scheduled meetings between City staff and Neff/Raper Construction, the company asked very detailed questions and pointed out concerns with solutions to those concerns for best practices in this specific project. Their attention to detail shows in their very detailed bid. Neff/Raper Construction clearly includes new electrical throughout the new office addition, carpet repair and replacement of ceiling tiles.

Both contractors submitting bids are licensed, experienced contractors with positive track records of code compliant work within the City. I am confident that either contractor can adequately complete the job. However, Neff/Raper Construction is the sole Aurora, MO based contractor submitting a bid and their start time was clearly outlined in their bid as work to begin April 24, 2023 with a completion date of May 8, 2023.

Daniel Neff, President of Neff/Raper Construction is the spouse of a current City Hall employee. Due to this I have reviewed the Personnel Policy Section 2.18 Conflict of Interest and I have also consulted the City Attorney to ensure that no Conflict of Interest would be involved should the Council move forward with this company. Ken has advised that so long as the City employee is not directly involved with the selection process, project management or payment there would be no conflict of interest. Said City employee has not been nor will they be involved in any of those aspects.

Staff recommendation is to move forward with Neff/Raper Construction for the project of Community Development Department Office Expansion & Remodel.