

MEMO TO: BOARD MEMBERS

FROM: ROBERT J. STEUBER

DATE: January 23rd, 2017

**RE: AUDITORIUM SEATING
 INSTALLATION/LABOR SELECTION**

Based on Board approval of the Auditorium Seating purchase, the District moved forward with acquiring the labor cost bids for the installation of the seating.

As part of the planning discussion on how we were to proceed with acquiring the labor costs for the installation, the District was advised by legal counsel that the replacement of the seating was not considered "A Project"; therefore we technically did not have to go out to public bid. Nonetheless, the District felt that acquiring the costs through competitive pricing was necessary to ensure the best value for the labor installation cost, so three companies were contacted and invited to a pre bid that was held in the Auditorium. Of the three companies that were invited, 2 companies chose to attend, (the third company could not meet the installation schedule due to other commitments):

McAllister Inc.
Precision Office Installers

The District performed a bid analysis to make sure that each installer had included all aspects of the installation as discussed at the pre bid meeting. Both McAllister and Precision met the requirements and submitted complete bid proposals.

Attached you will find the bid tabulation sheet that identifies the key items that were required as part of their final bid proposal along with the bid total. The bid amount from McAllister that I am recommending to the Board is well within the project estimated budget

Based on the bid results, I am recommending **McAllister Inc.** be awarded the New Auditorium Seating Installation contract. McAllister is a local company that was the installing contractor for the **North Addition FFE Package** which was completed on time and within budget.

I will be available to answer any questions the Board has regarding the process or recommendation. If you have any questions, please feel free to contact me.

PROJECT: Auditorium Seating Labor
DATE: 1/23/2017

BID TABULATION SHEET

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