



**Town of Riverdale Park
Special Legislative Meeting
July 24, 2019
7:00 p.m.**

AGENDA

**Call to Order
Approval of Agenda
Public Comments**

Legislative Action Items:

1. Motion to authorize Town Manager to enter into a contract for Backup Generators for Municipal Center Project (CIP 18GG01)

**New Business
Unfinished Business
Adjournment**

All members of the public in attendance are honorary members of the Council, and as such may comment on all items under discussion (subject to the same Rules of Order that apply to elected Council Members). If you have questions or comments, please stand at the microphone to be recognized.



Town of Riverdale Park, Maryland

Department of Public Works

TO: John N. Lestitian, Town Manager
FROM: Ivy A. Lewis, Director of Public Projects and Services, DPW
CC: Leadership Team
DATE: July 19, 2019
RE: Municipal Center Project: RFP for Backup Generators

Action Requested: Staff is requesting that the Mayor and Council authorize the Town Manager to enter into an agreement with the recommended contractor to provide Backup Generators for Municipal Center Buildings. Staff will identify the recommended contractor at the Special Legislative Meeting on July 24th.

Background: A backup generator is needed at each Municipal Center building to enable all departments within the buildings to operate normally regardless of the power source and for the duration of an outage. Generators are needed that start automatically in the event of power failure and are supplied by natural gas. Additionally, routine maintenance through a service agreement is also needed.

On June 26th, staff released a Request for Proposals from qualified contractors to select, furnish and install natural gas-powered generators to supply backup electrical power for all major systems in each building. The due date for proposals was changed to July 23 (from July 19th) to give potential bidders extra time to prepare load calculations with additional information provided by staff.

The Review Committee will conduct a thorough review of proposals on July 23rd and 24th. Staff will present the recommended proposal at the July 24th Special Legislative Meeting. Staff anticipates that a contract for services can be executed on or about July 31st. However, the project completion date has been extended to December 31, 2019 considering the longer than anticipated lead time for delivery of the generators once the Notice to Proceed is issued to the contractor.

Staff will be available to answer questions at the Council meeting.