



# WASHOE COUNTY

Integrity Communication Service

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## STAFF REPORT

BOARD MEETING DATE: October 23, 2018

**DATE:** September 21, 2018

**TO:** Board of County Commissioners

**FROM:** Bill Wardell, Project Manager, Engineering & Capital Projects,  
Community Services Department, 328-3636, [wardell@washoecounty.us](mailto:wardell@washoecounty.us)

**THROUGH:** Dwayne Smith, P.E., Division Director, Engineering and Capital Projects  
Community Services Department, 328-2043, [desmith@washoecounty.us](mailto:desmith@washoecounty.us)

**SUBJECT:** Award a bid and approve the Agreement to the lowest responsive,  
responsible bidder for the CSD Front Lobby Remodel – Phase 1 Project  
[staff recommends Brycon Corporation, Inc., in the amount of \$104,194.00].  
(Commission District 3.)

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### SUMMARY

Washoe County's CSD Front Lobby Remodel – Phase 1 Project involves construction of a new front counter for the Building Division to improve customer interaction and experience.

The recommendation for award of bid is for demolition of the existing front office area with associated electrical, mechanical, ceiling and carpet scope in preparation for a new modular wall system and systems furniture reconfiguration. If awarded, the lowest responsive, responsible bidder will assume the project management duties for this project. The modular wall scope including installation is included in a separate staff report.

Sealed bids for the CSD Front Lobby Remodel Phase 1 Project were opened on August 9, 2018. The list of bids received for the project is as follows:

CSD Front Lobby Remodel – Phase 1	
Bidder	Amount
Brycon Corporation	\$104,194.00
Sullivan Structures	\$185,310.00
Engineer's Project Estimate	\$80,000.00

Staff has verified in the System for Award Management Exclusions that no proposer is excluded from receiving federal government contracts as a result of being debarred; thus, none of the bidders is prohibited by NRS 338.017(2) from being awarded a public works contract.

AGENDA ITEM # \_\_\_\_\_

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

**PREVIOUS ACTION**

No previous action has been taken on this item.

**BACKGROUND**

Due to increased business levels, the need for an improved customer interaction point has been identified. The new design creates an efficient workflow for staff and improved customer experience with the purpose to improve customer processing times. This is Phase 1 of the front lobby reconfiguration with future phases as a separate request.

**FISCAL IMPACT**

The CSD Lobby Remodel Phase I project was included in the Building and Safety FY 2019 budget. A project will be created in the Building and Safety Fund (560) to record the expenditures for the capital project where there is sufficient budget authority.

**RECOMMENDATION**

It is recommended the Board of County Commissioners: award a bid and approve the Agreement to the lowest responsive, responsible bidder for the CSD Front Lobby Remodel – Phase 1 Project [staff recommends Brycon Corporation, Inc., in the amount of \$104,194].

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be: "Move to: award a bid and approve the Agreement to the lowest responsive, responsible bidder for the CSD Front Lobby Remodel – Phase 1 Project [staff recommends Brycon Corporation, Inc., in the amount of \$104,194].