



FORMAL BID – REQUEST FOR APPROVAL

Approved by Consent Agenda:
TO BE COMPLETED BY COUNCIL STAFF ONLY

Title of Bid: Elections Absentee Services Counter Bid #: 23-068

Dept.: Election Authority Contact Person: Brian Cox Ext.: 1890

Description (product/service, justification and use):

The Elections Authority is requesting approval of the construction of a Absentee voting check-in counter. This counter area creates a safer environment between staff and the public as well as maintains a higher level of security for the voting materials. Currently there are six free-standing desks that are being used just outside a secured area. These desk are easily moved and do not provide an adequate barrier between the staff and public to ensure safety. The counter will include seven transaction windows, with one being ADA compliant. All windows will have a Plexiglas with a transaction slot plus security roller shutters that will be deployed for added security when not in use. The current secured door will be relocated to the transaction wall to allow the areas to be locked at all times.

The total value of the contract for award is \$63,988.00.

Award to: Integra, Inc. Location: St. Charles, MO

Price: ~~\$63,988.00~~ \$63,989.00 Contract term (if applicable): _____

Bid opening held on: 4/18/2023 Opened by: Pam Luesse

Account number to be charged for purchase: 2360440-47850

If bid was not awarded to lowest bidder, please explain:

If paying for with grant funds, please indicate (1) grant name, (2) total grant amount, (3) what portion of purchase is being paid for by a grant, and (4) when grant period ends as applicable:

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Additional Bids Received

The following additional bids were received:

Vendor: <u>A. Eilers Construction</u>	Price: <u>\$ 64,169.00</u>
Location: <u>St. Peters, MO</u> Meets all specifications: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: <u>Aspire Construction</u>	Price: <u>\$64,400.00</u>
Location: <u>St. Charles, MO</u> Meets all specifications: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: <u>Jackson Building Group</u>	Price: <u>No response</u>
Location: <u>St. Louis, MO</u> Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: <u>ICS Construction Services</u>	Price: <u>No response</u>
Location: <u>St. Louis, MO</u> Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: <u>Landco Construction</u>	Price: <u>No response</u>
Location: <u>Fenton, MO</u> Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vendor: _____	Price: _____
Location: _____ Meets all specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No	

For each vendor that doesn't meet specifications, please explain why:

Vendor: _____

Vendor: _____

Sole source justification memos from (1) dept. and (2) vendor attached.

Department Director/Elected Official must sign the request prior to routing to the Purchasing Manager.

Kurt Bahr

Digitally signed by Kurt Bahr
Date: 2023.05.09 11:07:05 -0500

Department Director/Elected Official Signature

Date

Nancy A. Bayne
Approval or Concurrence of Director of Finance

5/12/23
Date

BELOW ONLY TO BE COMPLETED FOR BIDS AT LEAST \$15,000 AND LESS THAN \$50,000. See instructions at the top of pg. 1.

Director of Administration Signature

Date

23-068 Elections Absentee Service Counter

Opened 04/18/23

Responder	Base Bid	Alternate 1	Bond	Total	Exclusions
A.Eilers Construction	\$ 49,029.00	\$ 14,210.00	\$ 930.00	\$ 64,169.00	Permit fees, abatement, Performance & Payment Bond is only if Alt 1 is accepted, and in-wall blocking will not be fire rated.
Aspire Construction	\$ 48,300.00	\$ 14,800.00	\$ 1,300.00	\$ 64,400.00	None
Integra Inc.	\$ 48,700.00	\$ 14,639.00	\$ 650.00	\$ 63,989.00	None