

## Attachment A

### Basic Information

- a. Requested by: Robert Rafel MBA, Parks & Facilities Specialist
- b. Contractor Requested:
  - Mork Mausoleum Construction, Inc.
  - W235 S4479 Amber Court
  - Waukesha, Wisconsin 53189
  - 262.650.3900

**1. Provide detailed information about why you need to acquire these professional services.**

Repairs of crypts is a very specialized niche of the construction & masonry trades. An extreme amount of care and respect for the deceased is required when working in and around these human internment facilities. More importantly, since crypts are built, they need to be maintained in a method that allows them to last an eternity.

**2. Has your department procured these services in the past? NO**

No – not to the extent of the repairs that are required now. There has been some primarily external cosmetic repairs and roof replacement. Roof replacement on crypts is not a specialty & was completed through normal repair protocols.

**3. What are the unique qualifications this supplier/contractor possesses?**

- a. A search and calls were made to several of the Racine area contractors; none of the contractors met the minimum qualifications.
- b. Below is a list of qualifiers for crypt contractors
  - i. Has completed more than 40 mausoleum and mausoleum repair projects of similar or larger size.
  - ii. Has a record of satisfactorily completing crypt repair projects.
  - iii. Can provide crypt repair project references.
  - iv. Has been in business for 25 years.
  - v. Has a permanent place of business in Wisconsin.
  - vi. Has the ability to proceed as soon as contracts are signed.
  - vii. Have resources to locate, remanufacture or replacement of hardware, finishes and materials associated with crypt rehabilitation.
  - viii. Has access to all necessary equipment and has organizational capacity and technical competence necessary to do the work properly and expeditiously.

**4. If a public exigency exists, please explain.**

No specific need for emergency repairs; however, the crypts at Mound & Graceland Cemeteries are in declining condition.

5. **Were alternate services evaluated?** YES

Crypts were evaluated by an Architect that specializes in crypt construction & rehabilitation. The Architect provided a report with price estimates for each of the three phases of repairs. His prices were based on previous crypt repair experience.

6. **What efforts were made to get the best possible price?**

Contracted a contractor in the Chicago area for pricing. The pricing was considerably higher than the estimates provided by the Consultant.

7. **Will this purchase obligate the City to this contractor for future purchases?** YES

Crypt repairs are limited to the budget allotment of \$40,000 per year. In October of 2013, the total cost of the observed maintenance needs was estimated at \$183,314. There has been two significantly bad winters since the proposal was written, there is a very good chance the cost of repairs will now exceed that estimate since no repairs have been completed. The entire consultant report is included in Attachment B.

8. **Why is the price for this purchase of professional services considered to be fair and reasonable?**

The City will have a Consultant/Architect whom will be monitoring the entire repair project. The Consultant will be monitoring payment requests, recording progress and approving materials on behalf of the City.

9. **Amount to be paid?** Estimate \$183,000±

10. **What will be the financial or other impact to your department if this source is not approved and a competitive bid is required?**

The biggest impact will be type and quality of repair of the crypts. These specialized repairs need to be applied consistently throughout the crypt system. Different contractors may use "Equal" materials that could be significantly different than the same device right next to it. What is also crucial is the ability of the Cemetery Contractor to be able to use the system that is being repaired.

**Term**

**On going purchase** - will require 3 to 4 budget years to complete the issues noted in October of 2013. Budget for repairs of the crypts has been limited to \$40,000 per year.

**Source procurement begin date:** Upon approval & issuance of purchase request

**Number of potential renewal options:** 4

There is a strong likelihood there will be new undocumented defects in the crypts that will be require to be repaired. The original repair plan is a three year cycle, I am suspect four years will be required.