



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of January 30, 2018

Action Item for the City Council Meeting February 13, 2018

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**DATE:** January 30, 2018

**TO:** Margie C. Rose, City Manager

**FROM:** Dan Grimsbo, Executive Director of Utilities  
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<b>Gate Valves Supply Agreement</b>
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**CAPTION:**

Motion authorizing a 36-month supply agreement with Gajeske, Inc., of Houston, Texas, for Gate Valves for the Utilities Department for a total amount not to exceed \$362,589.54.

**PURPOSE:**

This is a motion to approve a supply agreement for gate valves for the Utilities Department.

**BACKGROUND AND FINDINGS:**

The gate valves are stocked by the warehouse and used by the Utilities Department for new service and maintenance of water and waste water lines.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received three responsive, responsible bids, and is recommending the award to the lowest responsive, responsible bidder, Gajeske Inc.

**ALTERNATIVES:**

None.

**OTHER CONSIDERATIONS:**

Not applicable.

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Finance

**FINANCIAL IMPACT:**

☒ Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$2,800,195.15	\$282,014.09	\$3,082,209.24
Encumbered / Expended Amount	\$353,473.28	\$0	\$353,473.28
This item	\$80,575.45	\$282,014.09	\$362,589.54
BALANCE	\$2,366,146.42	\$0	\$2,366,146.42

Fund(s): Municipal Court

**Comments:** The initial contract is for an amount not to exceed \$362,589.54 for three years, with an estimated expenditure of \$80,575.45 to be funded in FY2017-18.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Supply Agreement