



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of December 16, 2014  
Action Item for the City Council Meeting of January 13, 2015

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**DATE:** December 16, 2014

**TO:** Ronald L. Olson, City Manager

**FROM:** Christela Morales, Procurement Manager  
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<b>Supply Agreement for Hip and Knee Boots</b>
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**CAPTION:**

Motion approving a supply agreement with Northern Safety and Industrial, Corpus Christi, Texas for hip and knee boots in accordance with Bid Invitation No. BI-0245-14 based on lowest responsible bid for an estimated annual expenditure of \$53,963.25, of which \$44,969.37 is required for the remainder of FY 2014-2015. The term of the agreement will be for twelve (12) months with options to extend for up to two (2) additional twelve-month periods, subject to the approval of the supplier and the City Manager or designee. These items are purchased into the Warehouse Inventory and charged out to the various City Departments.

**PURPOSE:**

The boots are stocked by the Warehouse and used by City employees in the field.

**BACKGROUND AND FINDINGS:**

All options to extend the previous contract have been exercised.

**ALTERNATIVES:**

None.

**OTHER CONSIDERATIONS:**

None.

**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:**

Warehouse

**FINANCIAL IMPACT:**

Operating

Revenue

Capital

Not applicable

<b>Fiscal Year: 2014-2015</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$2,562,248.00	\$8,993.88	\$2,571,241.88
Encumbered / Expended Amount		\$0	\$0	\$0
This item		\$44,969.37	\$8,993.88	\$53,963.25
BALANCE		\$2,517,278.63	\$0	\$2,517,278.63

Fund(s): Stores Fund

**Comments:** The \$44,969.37 financial impact shown above represents ten (10) months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$8,993.88 for the last two (2) months of the contract will be requested during the normal FY 2015-2016 budget approval process.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation