



AGENDA MEMORANDUM

Action item for the City Council Meeting of April 14, 2020

DATE: April 14, 2020

TO: Peter Zanoni, City Manager

FROM: David Lehfeldt, Director of Solid Waste Services
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Truck Scale for Solid Waste Services

CAPTION:

Motion authorizing the purchase and installation of a truck scale at J.C. Elliott Transfer Station from A-1 Scale Service, Inc., in an amount of \$71,963.00, and a five-year service agreement for inspection, maintenance and calibration of the scale in an amount of \$4,500.00, for a combined amount not to exceed \$76,463.00, effective upon issuance of notice to proceed, with FY 2020 funding in an amount of \$72,863.00 available through the General Fund.

SUMMARY:

This motion authorizes the outright purchase and installation of a truck scale in the amount of \$71,963.00. Additionally, it authorizes a five-year service agreement for inspection, maintenance and calibration of the scale in an amount of \$900.00 a year, for a term value of \$4,500.00. The truck scale will be located at JC Elliott Transfer Station.

BACKGROUND AND FINDINGS:

In January 2017, Solid Waste Services replaced the inbound truck scale at the JC Elliott Transfer Station but opted to postpone installation of the outbound scale at that time. The current outbound scale is approximately 20 years old, and with normal usage and corrosion has become structurally weakened to a point that substantial repairs are not cost effective.

Two functional scales are required to maintain efficient traffic flow and operations at the facility. Weighing disposal materials assures that customers are accurately assessed

disposal fees and that weights are recorded for internal and external reporting. This purchase includes installation, and calibration under a five-year service agreement. The scale is designed for compatibility with the existing scale system hardware and software.

Contracts and Procurement conducted a competitive RFB process to obtain bids for a new contract. The City received two responsive, responsible bids, and is recommending the award to A-1 Scale Service, Inc. the lowest responsive, responsible bidder.

ALTERNATIVES:

Alternatives to purchasing the truck scale is utilizing only one scale to weigh both incoming and outgoing vehicles, or rental of a truck scale to weigh outbound loads, which are not effective options as long term solutions.

FISCAL IMPACT:

The fiscal impact for the Solid Waste Services is an estimated amount of \$72,863.00 for the first year of the five-year service agreement, and the remaining cost of \$3,600.00 will be budgeted in future years through the annual budget process.

FUNDING DETAIL:

Fund:	1020 General Fund
Organization/Activity:	12504 JC Elliott Transfer Station
Mission Element:	033 Manage disposal transfer station
Project # (CIP Only):	N/A
Account:	530230 Equipment Maintenance

RECOMMENDATION:

Staff recommends approval of the motion authorizing the purchase, installation and a five-year service agreement for inspection, maintenance and calibration with A-1 Scale Service, Inc. for the truck scale for Solid Waste Services as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement