



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of September 12, 2017  
Action Item for the City Council Meeting of September 19, 2017

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**DATE:** September 12, 2017

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

**FROM:** Dan Grimsbo, Executive Director of Utilities  
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<p><b>Preventative and Emergency Maintenance for Various Lift Stations for Wastewater Division</b></p>
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**CAPTION:**

Motion authorizing City Manager, or designee, to execute a service agreement with ADK Environmental, Inc., of Odem, Texas for preventative and emergency maintenance for various lift stations for Wastewater Division in response to Request for Bid No. 1247 based on the lowest responsive, responsible bid for a total amount not to exceed \$158,362.50, and budgeted in FY2017-18. The term of the agreement is for one year with an option to extend for up to two additional one-year periods, subject to the sole discretion of the City.

**PURPOSE:**

This item is to approve a service agreement for preventative and emergency maintenance for various lift stations for Wastewater Division.

**BACKGROUND AND FINDINGS:**

The City's Wastewater Division maintains approximately 101 lift stations at various locations throughout the city. Lift stations are used to pump waste up to the city main line and on to the treatment plant. As solid materials enter the lift station, buildup will occur on the bottom of the well and in other components within the station. Regular maintenance of the lift stations to remove grease and debris is necessary to increase the life of wastewater pumps and keep the lift station from overflowing.

The Purchasing Division conducted a competitive Request for Bid process to obtain bids for a new contract. The City received four responsive, responsible bids, and is

recommending the award to the lowest responsive, responsible bidder, ADK Environmental, 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:**

Utilities Department

**FINANCIAL IMPACT:**

X Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2016-2017</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$123,921.91	\$158,362.50	\$282,284.41
Encumbered / Expended Amount	\$80,645.12	\$0.00	\$80,645.12
This item	\$0.00	\$158,362.50	\$158,362.50
BALANCE	\$43,276.79	\$0.00	\$43,276.79

Fund(s): Wastewater

**Comments:**

The initial contract term total is a total amount not to exceed \$158,362.50, and budgeted in FY2017-18. The total estimated contract value will be \$475,087.50 if all options years are executed.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Supply Agreement  
Bid Tabulation