



AGENDA MEMORANDUM

Future Item for the City Council Meeting of April 21, 2015
Action Item for the City Council Meeting of April 28, 2015

DATE: April 21, 2015

TO: Ronald L. Olson, City Manager

FROM: Gabriel Maldonado, Interim Procurement Manager
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**Purchase and Installation of Laboratory Casework,
Lab Benches, Cabinetry, and a Chemical Hood**

CAPTION:

Motion approving the purchase and installation of the casework, lab benches, cabinetry, and the chemical hood necessary to renovate three (3) laboratory rooms at the Water Utilities Laboratory from VWR International, LLC, Irving, Texas in accordance with the State of Texas Cooperative Purchasing Program for a total expenditure of \$72,820.63. Funds have been budgeted by the Utilities Department in FY 2014- 2015.

PURPOSE:

This equipment is to be used as a work space in order to perform critical laboratory testing of waste and storm water in the Water Utilities Laboratory.

BACKGROUND AND FINDINGS:

The Water Utilities Laboratory is certified by the National Environmental Laboratory Accreditation Conference (NELAC). The renovation of Laboratory Rooms number 15, 16, and 17 will provide for the casework, lab benches, cabinetry, and a chemical hood which are all needed for daily laboratory operations.

ALTERNATIVES:

Not applicable.

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:

Operating

Revenue

Capital

Not applicable

Fiscal Year: 2014-2015	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$98,516.69	\$0	\$98,516.69
Encumbered / Expended Amount		\$25,516.69	\$0	\$25,516.69
This item		\$72,820.63	\$0	\$72,820.63
BALANCE		\$179.37		\$179.37

Fund(s): Water Fund

Comments:

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Price Sheet