



**AGENDA MEMORANDUM**  
Action Item for the City Council Meeting January 18, 2024

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**DATE:** January 18, 2024

**TO:** Peter Zanoni, City Manager

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<b>Supply Agreement for Malleable Brass Fittings for the Corpus Christi Water Department</b>
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**CAPTION:**

Motion authorizing the execution of a one-year supply agreement with two additional one-year option periods with Hajoca Corporation, of Corpus Christi, Texas, for the purchase of malleable brass fittings for the Corpus Christi Water Department, in an amount up to \$65,303.90 and a potential total amount up to \$195,911.70 if both one-year option periods are exercised, with FY 2024 funding in the amount of \$43,535.93 available through the Water Fund.

**SUMMARY:**

This is a motion to approve a one-year supply agreement with two additional one-year option periods for malleable brass fittings to be utilized by the Corpus Christi Water (CCW) Department.

**BACKGROUND AND FINDINGS:**

The malleable brass fittings are lead-free and used in water utility services. The malleable brass fittings will be ordered through the proposed supply agreement and stocked by CCW. The malleable brass fittings are used on an as-needed basis by CCW employees during routine and emergency maintenance and repairs.

The fittings procured under this contract consist of bushings, caps, nipples, reducers, plugs, tees, and unions ranging from one-fourth inches to three-fourths inches in diameter. These supplies are used on various types of equipment through CCW. Per the proposed agreement, the supplier will deliver the supplies to CCW monthly. The quantities ordered are dependent upon current stock and workload level.

**PROCUREMENT DETAIL:**

Finance & Procurement conducted a competitive Request for Bids process to obtain bids for a new supply agreement. The City received two responsive bids. Staff is recommending award to the lowest responsive, responsible bidder, Hajoca Corporation, dba Moore Supply Co.

Hajoca Corporation, dba Moore Supply Co. is the incumbent. In 2022, the City executed a supply agreement with Hajoca Corporation, dba Moore Supply Co. The agreement was a six-month agreement with two six-month option periods. The agreement was executed in an amount up to \$38,646.90 for the initial six months and a total amount up to \$115,940.70 with the two six-month option periods included. The full term of the agreement was carried out, to include the two six-month option periods. The agreement has since expired, but CCW has had enough of these parts on-hand to carry them through the procurement process of the proposed supply agreement for one-year with two one-year option periods.

CCW has been satisfied with the performance and quality of supplies from Hajoca Corporation, dba Moore Supply Co. CCW recommends continuing to work with Hajoca Corporation, dba Moore Supply Co., for these supplies.

**ALTERNATIVES:**

The alternative is not to approve the proposed supply agreement; however, this result in CCW having to purchase the malleable brass fittings on an as-needed basis, which would not be as efficient or cost-effective.

**FISCAL IMPACT:**

The fiscal impact for Corpus Christi Water during FY 2024 is \$43,535.93 from the Water Fund.

**FUNDING DETAIL:**

Fund: 4010 Water  
Organization/Activity: 31520 Treated Water Delivery System  
Department number: 45 Water  
Project # (CIP Only): N/A  
Account: 520160 Pipe Fittings  
Amount: \$43,535.93

**RECOMMENDATION:**

Staff recommends approval of this motion to execute authorization of a one-year supply agreement with two additional one-year option periods with Hajoca Corporation, dba Moore Supply Co., as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Supply Agreement