



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 22, 2014
Action Item for the City Council Meeting of July 29, 2014

DATE: July 22, 2014

TO: Ronald L. Olson, City Manager

FROM: Christela Morales, Procurement Manager
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Supply Agreement for Meter Box Lids

CAPTION:

Motion approving a supply agreement with Ferguson Enterprises, Corpus Christi, Texas for meter box lids in accordance with Bid Invitation No. BI-0154-14 based on lowest responsible bid for an estimated annual expenditure of \$52,397.50, of which \$17,465.83 is required for the remainder of FY 2013-2014. The term of the agreement shall 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. Funds have been budgeted by the Utilities Department in FY 2013-2014.

PURPOSE:

The meter box lids are used to properly cover and protect meters from damage and tampering. The meter box lids also serve as a point of installation for the meter transmission units (MTU's).

BACKGROUND AND FINDINGS:

None.

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:

Utilities Department

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

Fiscal Year: 2013-2014	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$1,321,000.00	\$34,931.67	\$1,355,931.67
Encumbered / Expended Amount		\$838,604.77	\$0	\$838,604.77
This item		\$17,465.83	\$34,931.67	\$52,397.50
BALANCE		\$464,929.40	\$0	\$464,929.40

Fund(s): Gas Fund

Comments: The \$17,465.83 financial impact shown above represents four (4) months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$34,931.67 for the last eight (8) months of the contract will be requested during the normal FY 2014-2015 budget approval process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation