

Agenda Memo Questionnaire		
Legistar #	26-0586	
Item Description	Rotork Actuator Preventative Maintenance & Repairs (Sole Source)	
Vendor Name and Point of Contact	Vendor: Rotork Controls, Inc. of Houston, Texas	
Vendor Point of Contact	Patrick Sapp, Sr. Sales Manager	
Vendor Contact Phone	713-380-7465 cell	
Vendor Contact Email	Patrick.Sapp@Rotork.com	
What are the specifics of the Memo?		
This proposed contract with Rotork is a three-year agreement with zero options to extend for planned maintenance, repairs and parts for five wastewater treatment plants.		
	Current/Past Vendor	Proposed Vendor
Name of Vendor	Rotork	Rotork
Term of Contract	Five-Year agreement with zero additional periods	Three-year agreement with zero additional periods
Total Contract Value	\$221,468.96	\$509,352.00
Vendor Location	Houston, Texas	Houston, Texas
Delivery/Pickup Method	Services will be on sites	Services will be on sites
Using Division	See Page 2	See Page 2
Solicitation Method	N/A	N/A
# of Bids Received	Sole Source	Sole Source
Departments worked with	C&P and Legal	C&P and Legal
Cost Changes		
Cost Change, if any		Increase due additional WWTPs added and increase in allowances for each location
Increase/Decrease		
Cost Change Due To		N/A
Change in Scope		N/A
Change in Bid Form	N/A	N/A
1. How was the Fiscal-Year amount mentioned in Caption determined?		
Years 1 - 3 have actual amounts for PMs; since this is a 3-Year contract, the allowance total was divided by 12 then multiplied by 4 which is the June - September, remaining month of FY 2026 and added to Year 1 PM		
2. What are the advantages/disadvantages of using this proposed vendor?		
Current and past relationship has been satisfactory.		
3. Will there be any price adjustment, based on any index, during the term of this contract? Explain.		
N/A		
Other information, if any:		
The current contract includes Broadway, Oso & Greenwood WWTPs, the new contract includes Broadway, Oso, Greenwood, Allison & Whitecap WWTPs. Besides the additional two WWTPs, the type of maintenance was increased as well as Labor, Parts/Materials, Fabrication/Retrofit, New units & Labor outside of regular hrs allowances.		

Rotork Actuators PM FY26 Agenda Amt's (June - September)				
1	Broadway WWTP	\$ 35,641.00		
2	Oso WWTP	\$ 9,090.00		
3	Greenwood WWTP	\$ 10,490.00		
4	Allison WWTP	\$ 14,690.00		
5	Whitecap WWTP	\$ 9,440.00		
	Total FY 26	\$ 79,351.00		