



AGENDA MEMORANDUM

Action Item for the City Council Meeting of July 23, 2019

DATE: July 23, 2019

TO: Peter Zaroni, City Manager

FROM: Bill Mahaffey, Director of Gas Operations
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Kim Baker, Director of Contracts and Procurement
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Supply Agreement for Gas Meters
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CAPTION:

Motion authorizing a two-year supply agreement for gas meters, that will be used for new services and replacement of models no longer supported, with Wilnat, Inc., dba Koons Gas Measurement of Tulsa, Oklahoma for the total amount not to exceed \$974,035.00, with the first year funded through the Gas Fund.

PURPOSE:

This service agreement is to supply gas meters for the Gas Operations.

BACKGROUND AND FINDINGS:

The City has approximately, 61,000 metered gas connections with additional new service connections being added throughout the year. Each connection requires the installation of a meter to allow for the accurate measurement of gas usage.

The Contracts and Procurement Department conducted a competitive RFB process to obtain bids for a new contract. The City received one responsive, responsible bid, and staff is recommending the award to Wilnat, Inc dba Koons Gas Measurement.

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:

Gas Operations

FINANCIAL IMPACT:

X Operating Revenue Capital Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$363,000.00	\$892,782.08	\$1,255,782.08
Encumbered / Expended Amount	\$269,356.35	\$0.00	\$269,356.35
This item	\$81,252.92	\$892,782.08	\$974,035.00
BALANCE	\$12,390.73	\$0.00	\$12,390.73

Funding Detail:

Fund: 4130 Gas
 Organization/Activity: 34000 Gas Administration
 Mission Element: 022
 Project # (CIP Only): N/A
 Account: 520130 Maint & Repairs

RECOMMENDATION:

Staff recommends approval of the action as presented

LIST OF SUPPORTING DOCUMENTS:

Supply Agreement
Bid Tabulation