



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of March 19, 2013

Action Item for the City Council Meeting of March 26, 2013

**DATE:** March 19, 2013

**TO:** Ronald L. Olson, City Manager

**FROM:** Michael Barrera, Assistant Director of Financial Services  
[mikeb@cctexas.com](mailto:mikeb@cctexas.com)  
(361) 826-3169

Dan Biles, Director of Engineering Services  
[danb@cctexas.com](mailto:danb@cctexas.com)  
(361) 826-3729

### Aluminum Traffic Signs

**CAPTION:**

Motion approving a supply agreement with Custom Products Corporation, Jackson, Mississippi for aluminum traffic signs in accordance with Bid Invitation No. BI-0097-13 based on lowest responsible bid for an estimated annual expenditure of \$133,994.55, of which \$44,664.85 is required for the remainder of FY 2012-2013. 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 Traffic Engineering FY 2012-2013.

**PURPOSE:**

These traffic signs will be installed throughout the City to control traffic.

**BACKGROUND AND FINDINGS:**

All extensions to the previous supply agreement have been exercised, thus requiring the City to issue a new Bid Invitation. Specifications and estimated quantities were developed in cooperation with Traffic Engineering.

**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:**

Traffic Engineering

**FINANCIAL IMPACT:**

Operating

Revenue

Capital

Not applicable

<b>Fiscal Year: 2012-2013</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		\$283,516.20	\$89,329.70	\$372,845.90
Encumbered / Expended Amount		\$51,526.72	\$0	\$51,526.72
This item		\$44,664.85	\$89,329.70	\$133,994.55
BALANCE		\$187,324.63		\$187,324.63

Fund(s): Street Fund

**Comments:** The \$44,664.85 financial impact shown above represents four months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$89,329.70 for the last eight months of the contract will be requested for next fiscal year during the normal budget process.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation