



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of June 12, 2018

Action Item for the City Council Meeting June 19, 2018

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**DATE:** June 12, 2018

**TO:** Keith Selman, Interim City Manager

**FROM:** Kim Baker, Assistant Director of Financial Services – Purchasing Division  
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<b>Work Gloves Supply Agreement</b>
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**CAPTION:**

Motion authorizing a 36-month supply agreement with Gulf Coast Nut & Bolt, LLC, of Corpus Christi, Texas, for Work Gloves for various departments for a total amount not to exceed \$237,739.11.

**PURPOSE:**

This is a motion to approve a supply agreement for work gloves for various departments.

**BACKGROUND AND FINDINGS:**

The work gloves are stocked by the warehouse and used by various departments within the City.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received two responsive, responsible bids, and is recommending the award to the lowest responsive, responsible bidder, Gulf Coast Nut & Bolt, LLC.

**ALTERNATIVES:**

None.

**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:**

Finance

**FINANCIAL IMPACT:**

Operating       Revenue       Capital       Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$2,800,195.15	\$217,927.52	\$3,018,122.67
Encumbered / Expended Amount	\$1,446,009.54	\$0	\$1,446,009.54
This item	\$19,811.59	\$217,927.52	\$237,739.11
BALANCE	\$1,334,374.02	\$0	\$1,334,374.02

Fund(s): Stores

**Comments:** The initial contract is for an amount not to exceed \$ 237,739.11 for three years, with an estimated expenditure of \$19,811.59 to be funded in FY2017-18.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Supply Agreement