



AGENDA MEMORANDUM

Future Item for the City Council Meeting of January 31, 2017
Action Item for the City Council Meeting of February 14, 2017

DATE: January 31, 2017

TO: Margie C. Rose, City Manager

FROM: Lawrence Mikolajcyk, Director of Solid Waste Operations
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Purchase and Installation of Scale at JC Elliott Transfer Station

CAPTION:

Motion authorizing City Manager, or designee, to execute a service agreement with Brian Baldwin dba Baldwin Scale Co., of Corpus Christi, Texas, for the purchase and installation of a scale, in accordance with Request for Bids No.174, based on lowest, responsive and responsible bid for a total not to exceed \$56,750, which is funded in FY2016-2017.

PURPOSE:

The purpose of this agreement is for the purchase and installation of a scale for the JC Elliott Transfer Station.

BACKGROUND AND FINDINGS:

At the present time, the JC Elliott Transfer Station has only one operational scale which is approximately 20 years old. The scale being replaced is beyond any repairs since structurally it has exceeded its useful life.

A total of two bids were received, of which one was deemed nonresponsive. Baldwin Scales Co. provided the lowest, responsive and responsible bid.

ALTERNATIVES:

N/A

OTHER CONSIDERATIONS:

Not Applicable

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State Statutes regulating procurements.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Solid Waste Department

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$57,000.00	\$0.00	\$57,000.00
Encumbered / Expended Amount	\$0.00	\$0.00	\$0.00
This item	\$56,750.00	\$0.00	\$56,750.00
BALANCE	\$250.00	\$0.00	\$250.00

Fund(s): General Fund

Comments: Funds for the Solid Waste Department in the amount of \$56,750 is budgeted in FY 2016-2017.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation