



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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Servicing of Scales at Landfills Cefe Valenzuela and JC Elliott

CAPTION:

Motion authorizing City Manager, or designee, to execute a service agreement with A-1 Scale Services, Inc., of San Antonio, Texas, for the servicing of six scales, in accordance with Request for Bid No. 148, based on the lowest, responsive and responsible bid for a total amount not to exceed \$29,300.00 of which \$19,533.33 has been budgeted in the General Fund for FY2016-2017. The term of this contract will be for one year with option to extend for two additional one-year periods, at the sole discretion of the City.

PURPOSE:

The purpose of this agreement will provide on-call scale services at the Cefe Valenzuela and JC Elliott Landfills.

BACKGROUND AND FINDINGS:

Award recommendation is based on lowest responsive responsible bidder. The servicing of scales will be done to the scales located at the Cefe and JC Elliott Landfills. Due to the high volume of traffic, the City depends on the accuracy of the scales; therefore, it is imperative that these scales be inspected and calibrated on a quarterly basis. JC Elliott has two scales, which are an inbound and an outbound scale and Cefe Valenzuela has four Mettler Toledo scales.

A total of three bids were received, of which one was deemed non-responsive. A-1 Scale Services, Inc. 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

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$131,491.12	\$9,766.67	\$141,257.79
Encumbered / Expended Amount	\$59,333.60	\$0.00	\$59,333.60
This item	\$19,533.33	\$9,766.67	\$29,300.00
BALANCE	\$52,624.19	\$0.00	\$52,624.19

Fund(s): General Fund

Comments: The initial contract term is a total amount not to exceed \$29,300.00, with an estimated expenditure of \$19,533.30 to be funded in FY2016-2017. The total estimated contract value will be \$87,900.00 if all option years are executed.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation