



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 Mikolajczyk, Director of Solid Waste Operations
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<p>Electrical Services Service Agreement for Cefe Valenzuela Landfill and JC Elliott Transfer Station</p>

CAPTION:

Motion authorizing City Manager, or designee, to execute a service agreement with Scott Electric Co., of Corpus Christi, Texas, for electrical services in accordance with Request for Bid No. 175 based on the lowest, responsive, responsible bid for a total amount not to exceed \$33,600, with an estimated expenditure of \$19,600 in FY2016-17. The term of this agreement is for 12 months with option to extend for up to three additional 12-month period at the sole discretion of the City.

PURPOSE:

The purpose of this agreement will provide on-call electrical services for Cefe Valenzuela Landfill and JC Elliott Transfer Station.

BACKGROUND AND FINDINGS:

The capability to have on-call service for electrical repairs is critical to the operations to ensure electrical panels and sump pumps remain in continuous operation. Faulty or off-line equipment at these locations can possibly lead to regulatory violations from Texas Commission on Environmental Quality.

The City received two responsive bids, and is recommending the award to the lowest, responsive, responsible bidder, Scott Electric Co.

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	\$131,491.12	\$14,000.00	\$145,491.12
Encumbered / Expended Amount	\$59,333.60	\$0.00	\$59,333.60
This item	\$19,600.00	\$14,000.00	\$33,600.00
BALANCE	\$52,557.52	\$0.00	\$52,557.52

Fund(s): General Fund

Comments: The initial contract term is not to exceed expenditure of \$33,600, with an estimated expenditure of \$19,600 of which will be funded in FY 2016-2017. The total estimated contract value will be \$134,400 if all option years are executed.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement