



AGENDA MEMORANDUM

Future Item for the City Council Meeting of May 16, 2017
Action Item for the City Council Meeting of May 30, 2017

DATE: May 16, 2017

TO: Margie C. Rose, City Manager

FROM: Lawrence Mikolajczyk, Director of Solid Waste Operations Department
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Dumpster Collection Services

CAPTION:

Motion authorizing City Manager, or designee, to execute a service agreement with Mark Dunning Industries, Inc., of Dothan, Alabama for dumpster collection services, in accordance with Request for Bid No. 1013, based on the lowest, responsive, responsible bid for a total amount not to exceed \$110,454.59, with an estimated expenditure of \$42,581.31 in FY 2016-2017. The term of this contract will be for one year with options to extend for two additional one-year periods at the sole discretion of the City.

PURPOSE:

This service agreement will provide Dumpster Collection Services for multiple City departments.

BACKGROUND AND FINDINGS:

Dumpster collection services will be provided to 41 City owned sites located throughout the city. This is a containerized collection service that requires special equipment that would be cost prohibited for the City to own. Services will be provided on a pre-determined schedule to meet the needs of the various departments requiring this service and non-scheduled collections for special events or emergencies on an as-needed basis.

The Purchasing Division conducted a competitive Request for Bid process to obtain bids for a new contract. The City issued 43 notification, and received four bids that were deemed responsive and responsible. The bids were evaluated based on lowest price and is recommending the award to the lowest, responsive, responsible bidder, Mark Dunning Industries, Inc.

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:

Solid Waste Operations

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$1,679,777.60	\$67,873.28	\$1,747,650.88
Encumbered / Expended Amount	\$1,212,411.65	\$0.00	\$1,212,411.65
This item	\$42,581.31	\$67,873.28	\$110,454.59
BALANCE	\$424,784.64	\$0.00	\$424,784.64

Fund(s): General Fund

Comments: The initial contract term is a total amount not to exceed \$110,454.59, with an estimated expenditure of \$42,581.31 is funded in FY2016-2017. The remaining balance of \$67,873.28 will be requested in future year's budget. The total contract value will be \$331,363.77 if all option years are executed.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation