



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of August 22, 2017  
Action Item for the City Council Meeting of August 29, 2017

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**DATE:** August 22, 2017

**TO:** Margie C. Rose, City Manager

**FROM:** Edgar Leonard, Director of Facilities and Property Management  
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<p><b>Purchase and Installation of Six Air Condition Units at Oso Wastewater Treatment Plant</b></p>
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**CAPTION:**

Motion approving a Service Agreement for the purchase and installation of six air condition units at Oso Wastewater Treatment Plant not to exceed \$67,136.00 from Pro Tech Mechanical, Inc. of Corpus Christi, Texas through the Local Government Purchasing Cooperative dba Buyboard, for use by the Facilities and Property Management Department for Oso Wastewater Treatment Plant. Funds budgeted in FY 2016-17.

**PURPOSE:**

This item is to approve the purchase and installation of six air condition units at Oso Wastewater Treatment Plant.

**BACKGROUND AND FINDINGS:**

The current units are in the Belt Press Building, Electronic Control Room and Power Control Room, and have become unserviceable and too costly to repair. These areas must be kept at cool temperature at all times due to the nature of sensitive equipment, electronic instrumentation and controls running continuously.

**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:**

Wastewater and Facilities and Property Management

**FINANCIAL IMPACT:**

X Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2016-2017</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$73,700.00	\$0.00	\$73,700.00
Encumbered / Expended Amount	\$852.31	\$0.00	\$852.31
This item	\$67,136.00	\$0.00	\$67,136.00
BALANCE	\$5,711.69	\$0.00	\$5,711.69

Fund(s): Wastewater

**Comments:** None

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Price Sheet