



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of January 9, 2018  
Action Item for the City Council Meeting of January 16, 2018

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**DATE:** January 9, 2018

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

**FROM:** Bill Mahaffey, Director of Gas Operations  
[BillM@cctexas.com](mailto:BillM@cctexas.com)  
(361) 826-1801

Kim Baker, Assistant Director of Financial Services, Purchasing Division  
[KimB2@cctexas.com](mailto:KimB2@cctexas.com)  
(361) 826-3169

<p><b>Supply Agreement for Gas Meters for the Utilities Department for Two Years at \$271,600.00, With Two Additional One-year Options and a Total Potential Multi-Year Amount of \$543,200.00</b></p>
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### **CAPTION:**

Motion authorizing City Manager, or designee, to execute a supply agreement with Wilnat, Inc., of Tulsa, Oklahoma for the purchase of Gas Meters in response to Request for Bid No. 1391 based on the lowest responsive, responsible bid for a total amount not to exceed \$ 271,600.00, with an estimated expenditure of \$90,533.00 in FY2017-2018 funded by the Gas Fund. The term of the agreement is for two years with an option to extend for up to two additional one-year periods, subject to the sole discretion of the City, with a total potential multi-year amount of \$543,200.00.

### **PURPOSE:**

This item is to approve a supply agreement for Gas Meters for the Gas Department.

### **BACKGROUND AND FINDINGS:**

The City of Corpus Christi has approximately 61,000 metered gas connections with additional new service connections being added throughout the year. Each connection requires the installation of a meter to allow for the accurate measurement of gas usage.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received two responsive, responsible bids, and is recommending the award to the lowest responsive, responsible bidder, Wilnat, Inc.

**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:**

Utilities Department

**FINANCIAL IMPACT:**

X Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2017-2018</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$221,913.28	\$452,667.00	\$674,580.28
Encumbered / Expended Amount	\$106,171.00	\$0.00	\$106,171.00
This item	\$90,533.00	\$452,667.00	\$543,200.00
BALANCE	\$25,209.28	\$0.00	\$25,209.28

Fund(s): Gas Fund

**Comments:**

The initial contract term is for a total amount not to exceed \$271,600.00, with an estimated expenditure of \$90,533.00 to be funded in FY2017-18. The total estimated contract value will be \$ 543,200.00 if all options years are executed.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Supply Agreement  
Bid Tabulation