



AGENDA MEMORANDUM

Future Item for the City Council Meeting of March 20, 2018
Action Item for the City Council Meeting March 27, 2018

DATE: March 20, 2018

TO: Margie C. Rose, City Manager

FROM: Robert Rocha, Fire Chief
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<p>Overhead Door Repair and Maintenance for Corpus Christi Fire Department for a One-year Service Agreement not to Exceed \$56,325, with Two One-year Options and a Total Potential Multi-year Amount of Up to \$168,975</p>

CAPTION:

Motion authorizing a one-year service agreement with Hub City Overhead Door Co., Inc. of Corpus Christi, Texas for a total amount not to exceed \$56,325, with two one-year options for a total potential multi-year amount of \$168,975.

PURPOSE:

The Service Agreement will ensure prompt service when an Overhead door has malfunctioned or is inoperative for the Corpus Christi Fire Department (CCFD) facilities.

BACKGROUND AND FINDINGS:

All CCFD facilities are essential for the daily operations of the Fire Department. The facilities have approximately 74 overhead doors. These doors are in constant use and are opened and closed multiple times every day. They are closed to secure the station each time a unit responds to an emergency call. Last year, for example, the CCFD responded to over 52,000 calls. Overhead door components such as cables, springs, rollers, hinges, and motors, etc., undergo tremendous stress. Parts break often, or wear down due to extreme use.

Prompt service from a reliable company is an absolute necessity for the CCFD. This contract ensures prompt service when issues arise.

The Purchasing Division conducted a competitive Request for Bid process to obtain bids for a new contract. The City received one responsive, responsible bid and is recommending the award to Hub City Overhead Door Co., Inc. Hub City Overhead Door Co., Inc. is the only company in Corpus Christi that is able to meet the requirements the Fire Department has set forth.

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:

Fire Department

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$480,194.00	\$140,813.00	\$621,007.00
Encumbered / Expended Amount	\$122,453.90	\$0.00	\$122,453.90
This item	\$28,162.00	\$140,813.00	\$168,975.00
BALANCE	\$329,578.10	\$0.00	\$329,578.10

Fund(s): General Fund

Comments: The initial contract is for an amount not to exceed \$56,325, of which \$28,162 is funded in FY2017-2018 budget. The total contract value will be \$168,975 if all option years are executed.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation