



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 17, 2018
Action Item for the City Council Meeting of July 24, 2018

DATE: July 17, 2018

TO: Keith Selman, Interim City Manager

FROM: Dan Grimsbo, Executive Director of Utilities
DanG@cctexas.com
(361) 826-1718

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

<p>Bio-Monitoring Testing Services for Wastewater Treatment Plants for a Four-year Service Agreement not to exceed \$173,040</p>

CAPTION:

Motion authorizing a four-year service agreement with Bio-Aquatic Testing Inc., of Carrollton, Texas for bio-monitoring testing services for the wastewater treatment plants for a total amount not to exceed \$173,040.

PURPOSE:

This service agreement will provide bio-monitoring testing services for the following locations; Allison, Broadway, Greenwood, Laguna Madre, Oso and Whitecap Wastewater Treatment Plants.

BACKGROUND AND FINDINGS:

The Environmental Protection Agency (EPA) and Texas Commission on Environmental Quality (TCEQ) permits require biomonitoring. The Wastewater Division began bio-monitoring services in 1991 to determine if wastewater treatment plants effluent was toxic or had sublethal effects on living organisms.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received one bid; staff conducted research and there are only two companies in the state that perform this type of specimen testing. The other company is a global company and did not submit a bid. Staff recommends award to Bio-Aquatic Testing, 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:

Utilities Department -Water

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$492,294.30	\$165,830.00	\$658,124.30
Encumbered / Expended Amount	\$157,038.62	\$0.00	\$157,038.62
This item	\$7,210.00	\$165,830.00	\$173,040.00
BALANCE	\$328,045.68	\$0.00	\$328,045.68

Fund(s): Wastewater Fund

Comments: The initial contract is for an amount not to exceed \$173,040.00 for 48 months, with an estimated expenditure of \$7,210.00 funded in FY2017-18.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement