



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: Esther Velazquez, Assistant to the City Manager – City Manager’s Office
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Purchase of Storage Cabinets and Installation for the Corpus Christi Museum of Science and History – Sole Source

CAPTION:

Resolution authorizing a four month service agreement with Southwest Solutions Group, of Lewisville, Texas for the purchase and installation of storage cabinets for a total amount not to exceed \$218,299.

PURPOSE:

This service agreement will provide the purchase and installation of storage cabinets for the Corpus Christi Museum of Science and History

BACKGROUND AND FINDINGS:

The Natural History Storage room houses hundreds of thousands of unique scientific specimens for preservation in specialized museum cabinets. In May 2016, this room sustained significant water damage due to a roof leak. There were 150 out of 166 cabinets in the room that were damaged by this water event and were disposed of as part of a recent remediation project. The 150 damaged cabinets were made of wood and were susceptible to water damage, displaying warping, swelling, and mold. The Corpus Christi Museum of Science and History worked with Risk Management on an insurance claim to replace the damaged wood cabinets.

In the same storage room, were 16 metal cabinets purchased in approximately 2009. These metal cabinets withstood the roof water leak and were not damaged protecting the collections inside of them because of their high quality. These cabinets were cleaned with no signs of damage, and will continue to be used.

The cabinets and installation have been quoted as a sole source procurement necessary because of unforeseen damage to public property and is available from only one source due to a special process. The cabinets will be paid for using the insurance claim funds. The purchase of Spacesaver cabinets as quoted by Southwest Solutions Group will standardize the cabinetry in the storage room, allowing high-quality storage for decades to come.

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:

Museum

FINANCIAL IMPACT:

Operating Revenue Capital Not applicable

| Fiscal Year: 2018 | Current Year | Future Years | TOTALS |
|---------------------------------|---------------------|---------------------|--------------------|
| Line Item Budget | \$203,130.00 | \$0.00 | \$203,130.00 |
| Encumbered / Expended Amount | (\$64,537.46) | \$0.00 | (\$64,537.46) |
| This item | \$218,299.00 | \$0.00 | \$218,299.00 |
| BALANCE | \$49,368.46 | \$0.00 | \$49,368.46 |

Fund(s): 1020 - General

Comments: The contract value is not to exceed \$218,299, funds from the insurance claim have been added to the account and are reflected as an expense for FY2018.

RECOMMENDATION:

Staff recommends approval of the resolution as presented.

LIST OF SUPPORTING DOCUMENTS:

Resolution, Service Agreement