



AGENDA MEMORANDUM

Future item for the City Council Meeting of July 31, 2018
Action item for the City Council Meeting of August 14, 2018

DATE: July 31, 2018

TO: Keith Selman, Interim City Manager

FROM: Bill Mahaffey, Director of Gas Operations
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Hot Tap Fittings Supply Agreement
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CAPTION:

Motion authorizing a three-year supply agreement with M.T. Deason Company Inc, of Birmingham, Alabama, for the purchase of hot tap fittings for a total amount not to exceed \$249,721.80.

PURPOSE:

This is a motion to approve a supply agreement for hot tap fittings.

BACKGROUND AND FINDINGS:

The hot tap fittings are stocked by the warehouse and used by Gas departments within the City.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received one bid; staff conducted a price comparison with another vendor and has established that the bid submitted was fair and reasonable. Staff recommends award to M.T. Deason Company 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:

Finance

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$3,392,701.08	\$235,848.37	\$3,628,549.45
Encumbered / Expended Amount	\$ 2,349,053.77	\$0	\$2,349,053.77
This item	\$ 13,873.43	\$235,848.37	\$249,721.80
BALANCE	\$1,029,773.88	\$0	\$1,029,773.88

Fund(s): Stores

Comments: The initial contract term total is \$249,721.80 for three years, of which \$13,873.43 is funded in FY2017-18.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Supply Agreement