



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of August 28, 2018  
Action Item for the City Council Meeting of September 11, 2018

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**DATE:** August 28, 2018

**TO:** Keith Selman, Interim City Manager

**FROM:** Jim Davis, Director of Asset Management  
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<b>Electrical Repair Services for Asset Management Department</b>
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**CAPTION:**

Motion authorizing a three-year Service Agreement with Scott Electric Company of Corpus Christi, Texas, for Electrical Repair services, for a total amount not to exceed \$152,380.

**PURPOSE:**

This service will provide the Electrical Repairs necessary at City facilities.

**BACKGROUND AND FINDINGS:**

Asset management is responsible for maintenance of 478 City owned or leased facilities. These facilities have complexed electrical systems that are outside the level of expertise of the City's electrical staff. It is determined that if an electrical repair arises that is beyond the level of expertise of the City's electrical staff, a professional electrical company with a more abundant resource of experienced electricians would be needed to perform the work so that the facility does not fall into disrepair.

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

**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:**

Asset Management

**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	\$0.00	\$0.00	\$0.00
Encumbered / Expended Amount	\$0.00	\$0.00	\$0.00
This item	\$0.00	\$0.00	\$0.00
<b>BALANCE</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Fund(s): Various

**Comments:** Funding will be provided by various departments at the time work is needed.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Bid Tabulation