



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of October 09, 2018  
Action Item for the City Council Meeting of October 16, 2018

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**DATE:** October 09, 2018

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

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

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

<b>Chemical Analysis Services for Utilities Department</b>
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**CAPTION:**

Motion authorizing a four-year service agreement with Analysys, Inc., of Austin, Texas for the chemical analysis at the Water Utilities Lab, Pretreatment, and Wastewater Division of Utilities Department for the total amount not to exceed \$269,776.

**PURPOSE:**

This service will provide chemical analysis necessary to ensure the above Utilities Departments satisfy their specialized testing requirements with regards to their TCEQ permits and regulations.

**BACKGROUND AND FINDINGS:**

The Water Utilities Lab is an accredited lab and provides analytical needs to all local sections of the Utilities department as well as numerous external non-city customers; however, TCEQ and other regulatory agencies require specialized testing that is outside of the scope of testing for the city's in-house laboratory. Therefore, it is necessary to subcontract these specialized tests to satisfy all permits for the department.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received three responsive, responsible bids, and one bidder has withdrawn the bid and staff is recommending the award to the lowest, responsive, responsible bidder, Analysys, Inc.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 – Water Utilities, Wastewater Pretreatment and Wastewater

**FINANCIAL IMPACT:**

X Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2018-2019</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$67,444	\$202,332	\$269,776
Encumbered / Expended Amount	0	0	0
This item	\$67,444	\$202,332	\$269,776
BALANCE	0	0	0

Fund(s): Water Utilities Lab, Wastewater Pretreatment and Wastewater

**Comments:****RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Bid Tabulation