



## **AGENDA MEMORANDUM**

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

Action Item for the City Council Meeting October 23, 2018

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**DATE:** October 16, 2018

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

**FROM:** Kim Baker, Assistant Director of Financial Services – Purchasing Division  
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<b>Service Agreement for City Warehouse Roof Replacement</b>
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**CAPTION:**

Motion authorizing a service agreement with South Texas Metal Roof, of Corpus Christi, Texas, for the replacement of the City warehouse roof for a total amount not to exceed \$142,500.00.

**PURPOSE:**

This is a motion to approve a service agreement for the replacement of the City warehouse roof.

**BACKGROUND AND FINDINGS:**

The City warehouse stores supplies and some equipment for the different departments throughout the City. The leaky roof has been an ongoing issue for several years and needs replacement.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received two responsive, responsible bids, and is recommending the award to the lowest responsive, responsible bidder, South Texas Metal Roofing.

**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:**

Finance

**FINANCIAL IMPACT:**

☒ 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	\$142,500.00	\$0.00	\$142,500.00
Encumbered / Expended Amount	\$0.00	\$0.00	\$0.00
This item	\$142,500.00	\$0.00	\$142,500.00
BALANCE	\$0.00	\$0.00	\$0.00

Fund(s): Stores

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

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement