



AGENDA MEMORANDUM

Future Item for the City Council Meeting of October 30, 2018
Action Item for the City Council Meeting of November 13, 2018

DATE: October 30, 2018

TO: Keith Selman, Interim City Manager

FROM: Kevin Norton, Director of Water Utilities
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Service Agreement for Motor and Clutch Repairs for Utilities-Wastewater

CAPTION:

Motion authorizing a one-year service agreement for motor and clutch repairs with Massengale Armature Works Inc. from San Antonio, Texas for a total not to exceed amount of \$146,350.00.

PURPOSE:

This is a motion to approve a service agreement for motor and clutch repair services for the Wastewater Treatment Plants.

BACKGROUND AND FINDINGS:

The City's wastewater treatment plants, lift stations, and storm water pump stations have a combined motor inventory of approximately 251 motors of various brands. These motors operate the pumps at various locations throughout the city.

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, Massengale Armature Works 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 procurements.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Utilities Department

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$259,500.00	\$12,195.83	\$271,695.83
Encumbered / Expended Amount	\$20,000.00	\$0.00	\$20,000.00
This item	\$134,154.17	\$12,195.83	\$146,350.00
BALANCE	\$105,345.83	\$0.00	\$105,345.83

Fund(s): Utilities - Wastewater and Storm Water Fund

Comments: The contract total is \$146,350.00, of which \$134,154.17 is funded in FY2018-2019. The remaining cost will be budgeted following fiscal year.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation