



AGENDA MEMORANDUM

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

Action Item for the City Council Meeting November 27, 2018

DATE: November 13, 2018

TO: Keith Selman, Interim City Manager

FROM: Jim Davis, Director of Asset Management
JimD@cctexas.com
(361) 826-1909

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

Service Agreement for Overhead Roll-Up Door Replacements

CAPTION:

Motion authorizing a service agreement for the replacement of overhead roll-up doors at various locations with Hub City Overhead Door Co., Inc. of Corpus Christi, Texas, for a total amount not to exceed \$56,214.

PURPOSE:

This is a motion to approve a service agreement for the replacement of overhead roll-up doors at four locations: Greenwood, Laguna and Whitecap Wastewater Treatment Plants and the Museum of Science and History.

BACKGROUND AND FINDINGS:

The doors at the Greenwood Wastewater Treatment Plant and the Museum of Science and History received damage due to Hurricane Harvey and are subject to FEMA reimbursement.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received one responsive, responsible bid, and is recommending the award to Hub City Overhead Door Co., Inc.

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:

Asset Management
Water Utilities
City Managers Office
Finance

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$56,214	\$0	\$56,214
Encumbered / Expended Amount	\$0.	\$0	\$0
This item	\$56,214	\$0	\$56,214
BALANCE	\$0	\$0	\$0

Fund(s): Wastewater and General Fund Harvey FEMA

Comments:**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement