



AGENDA MEMORANDUM

Future Item for the City Council Meeting of January 8, 2019
Action Item for the City Council Meeting of January 15, 2019

DATE: January 8, 2019
TO: Keith Selman, Interim City Manager
FROM: Kevin Norton, Director of Utilities
KevinN@cctexas.com
(361) 826-1874

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

<p>Preventative Maintenance and Emergency Vactor Service for Utilities Department</p>
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CAPTION:

Motion authorizing a one-year service agreement for preventative maintenance and emergency vactor service with ADK Environmental, Inc., of Odem, Texas for a not to exceed amount of \$312,200, with two one-year options for a total potential multi-year amount of \$936,600.

PURPOSE:

This service will provide preventative and emergency maintenance at various wastewater treatment plants, lift stations, and storm water pump stations for the Utilities Department.

BACKGROUND AND FINDINGS:

Built-up sludge in wells at the wastewater treatment plants and lift stations can negatively impact the wastewater treatment process. Regular preventative maintenance of the treatment plants and lift stations to remove grease and debris is necessary to remove material that affects the productivity of the wastewater treatment process, to increase the life of wastewater pumps, and to prevent sanitary sewer overflows.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received four responsive, responsible bids, and staff is recommending the award to the lowest, responsive, responsible bidder, ADK Environmental, Inc.

ALTERNATIVES:

None

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

This conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Not applicable

DEPARTMENTAL CLEARANCES:

Utilities

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year 2018-2019	Current Year	Future Years	TOTALS
Budget	\$577,544.32	\$702,450.01	\$1,279,994.33
Encumbered / Expended Amount	\$291,592.91	\$0.00	\$291,592.91
This item	\$234,149.99	\$702,450.01	\$936,600.00
BALANCE	\$51,801.42	\$0.00	\$51,801.42

Fund(s): Wastewater and Storm Water

Comments:**RECOMMENDATION:**

City staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation