



## AGENDA MEMORANDUM

Future Item for the City Council Meeting of February 12, 2019  
Action Item for the City Council Meeting of February 19, 2019

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**DATE:** February 12, 2019  
**TO:** Keith Selman, Interim City Manager  
**FROM:** Kevin Norton, Director of Utilities  
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<b>Generator Preventive Maintenance and Repair Services for Utilities Department</b>
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**CAPTION:**

Motion authorizing a one-year service agreement for generator preventive maintenance and repair services, including rentals with Holt Texas Ltd, of San Antonio, TX for an amount not to exceed \$100,875, with two one-year options for a total potential multi-year amount not to exceed \$302,625.

**PURPOSE:**

The service will provide generator preventive maintenance and repair services, including rentals for the Utilities Department.

**BACKGROUND AND FINDINGS:**

An extended power loss can have significant negative impacts on wastewater utilities. Losing pumps may lead to direct discharge of untreated sewage to rivers/streams or sewage backup into homes and businesses. The Utilities Department has approximately 23 generators of various sizes used primarily for backup power during power loss. These generators require scheduled maintenance and repairs to ensure they will function properly during emergencies. Furthermore, the Department may need to rent a generator during a power outage if necessary, The Contractor will provide generator preventive maintenance and repair services, including rentals.

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, Holt Texas Ltd.

**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 Department

**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	\$383,141.79	\$243,781.25	\$626,923.04
Encumbered / Expended Amount	\$227,828.13	\$0.00	\$227,828.13
<b>This item</b>	\$58,843.75	\$243,791.25	\$302,625.00
<b>BALANCE</b>	\$96,469.91	\$0.00	\$96,469.91

Fund(s): Wastewater, Stormwater, Gas

**Comments:**

The initial contract term total is \$100,875.00 of which \$58,843.75 will be funded in FY2018-19.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Bid Tabulation