



## **AGENDA MEMORANDUM**

Future item for the City Council Meeting of February 19, 2019  
Action item for the City Council Meeting of February 26, 2019

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**DATE:** February 19, 2019

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

**FROM:** Kim Baker, Assistant Director of Financial Services-Purchasing Division  
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<b>Asphalt Patch Bags Supply Agreement</b>
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### **CAPTION:**

Motion authorizing a three-year supply agreement with Asphalt Patch Enterprises, Inc. of New Braunfels, Texas, for the purchase of asphalt patch bags for a total amount not to exceed \$371,347.20.

### **PURPOSE:**

This is a motion to approve a three-year supply agreement for asphalt patch bags stocked by the City Warehouse and utilized by Street Operations.

### **BACKGROUND AND FINDINGS:**

The 60-pound asphalt patch bags are stocked by the warehouse and used by Street Operations for road repair throughout the City. This high-performance, all-weather pothole patching material is used with liquid asphalt binder to seal coat streets, which extends the life of the riding surface. The Street Department uses the asphalt patch as an alternate patching material when regular hot mix asphalt is not available or after utility cuts are made.

The Purchasing Division conducted a competitive Request for Bid (RFB) process and received three bids; two bids were deemed responsive. Staff recommends award to the lowest, responsive, responsible bidder, Asphalt Patch Enterprises, 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 procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency

**DEPARTMENTAL CLEARANCES:**

Purchasing Division  
Street Operations

**FINANCIAL IMPACT:**

X 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	\$2,800,195.15	\$299,140.80	\$3,099,335.95
Encumbered / Expended Amount	\$460,966.39	\$0	\$460,966.39
This item	\$72,206.40	\$299,140.80	\$371,347.20
BALANCE	\$2,267,022.36	\$0	\$2,267,022.36

Fund(s): Stores

**Comments:** The initial contract term total is \$371,347.20 for three years, of which \$72,206.40 is funded in FY2018-19.

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Supply Agreement