



AGENDA MEMORANDUM

Future Item for the City Council Meeting of March 19, 2019
Action Item for the City Council Meeting of March 26, 2019

DATE: March 19, 2019

TO: Keith Selman, Interim City Manager

FROM: Kevin Norton, Director of Utilities
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Mechanical Bar Screens for Allison Wastewater Treatment Plant
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CAPTION:

Motion authorizing a one-year service agreement for the purchase, installation oversight and warranty of two mechanical bar screens from Headworks International, Inc., of Houston, Texas for a total amount not to exceed \$115,961.

PURPOSE:

This item is to approve the purchase of two mechanical bar screens for the Allison Wastewater Treatment Plant.

BACKGROUND AND FINDINGS:

A bar screen is a mechanical filter used to remove large objects, such as rags and plastics, from wastewater. It is part of the primary filtration flow and typically is the first, or preliminary, level of filtration, at the influent to a wastewater treatment plant. The Allison plant has two bar screens, one of which is no longer operational, and one which is nearing its service life.

The Purchasing Division conducted a competitive Request for Bid (RFB) process and received four bids. Staff recommends award to the lowest responsive, responsible bidder, Headworks International, Inc.

ALTERNATIVES:

N/A

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:

N/A

DEPARTMENTAL CLEARANCES:

Utilities Department

FINANCIAL IMPACT:

X Operating Revenue Capital Not applicable

Fiscal Year 2018-2019	Current Year	Future Years	TOTALS
Budget	\$230,726	\$0.00	\$230,726
Encumbered / Expended Amount	\$30,676	\$0.00	\$30,676
This item	\$115,961	\$0.00	\$115,961
BALANCE	\$84,089	\$0.00	\$84,089

Fund(s): Wastewater

Comments:

RECOMMENDATION:

City staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement
Bid Tabulation