



AGENDA MEMORANDUM

Action Item for the City Council Meeting of June 11, 2019

DATE: June 11, 2019

TO: Peter Zaroni, City Manager

FROM: Kim Baker, Director of Contracts and Procurement
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Plastic Lids for Utility Meter Boxes

CAPTION:

Motion authorizing a three-year supply agreement with Ferguson Enterprises, LLC of Corpus Christi, Texas, for the purchase of plastic lids for utility meter boxes for a total amount not to exceed \$291,042, with first-year funding through the Warehouse Stores Fund.

PURPOSE:

This is a motion to approve a three-year supply agreement for plastic lids for utility meter boxes stocked by the City Warehouse and utilized by the Water Utilities Department.

BACKGROUND AND FINDINGS:

These plastic lids are used with utility meter boxes to facilitate electronic meter reading for accurate utility billing. The City Warehouse stocks these plastic lids, so they can be readily available for the department as needed.

The Contracts and Procurement Department conducted a competitive Request for Bid (RFB) process and received two bids, of which one was responsive, responsible and one was non-responsive. Staff recommends award to the lowest, responsive, responsible bidder, Ferguson Enterprises, LLC.

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:

Contracts and Procurement
Water Utilities

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$2,800,195	\$194,028	\$2,994,223
Encumbered / Expended Amount	\$1,636,133	\$0	\$1,636,133
This item	\$97,014	\$194,028	\$291,042
BALANCE	\$1,067,048	\$0	\$1,067,048

Funding Detail:

Fund: 5010 Stores
Organization/Activity: 40000 Warehouse Stores
Mission Element: 185 Centralized Purchasing System
Project # (CIP Only): N/A
Account: 520210 Cost of Goods Sold

RECOMMENDATION:

Staff recommends approval of the item as presented.

LIST OF SUPPORTING DOCUMENTS:

Supply Agreement
Bid Tabulation