

Meeting Date (?) 09/27/2016

Subject Matter* (?) Consider approval of the extension for the Annual Electrical Supplies BPO
This must match rolling agenda entry

Department of Origin* FACILITY SERVICES

Submitted By* Bill Ebner

Type of Meeting* BCD Special Regular

Classification* Public Hearing Consent Statutory Regular

Ordinance* None First Read Second Read First & Only Read

Strategic Initiative* Public Safety Service
 Economic Development Infrastructure
 Quality of Life

Agenda Item Description* Consider approving the third (3rd) extension for three (3) separate blanket purchase orders (BPO) for an Annual Price Agreement for Electrical Supplies. If approved, the primary vendor will remain Crawford Electric with Dealers Electrical Supply and Elliott Electric serving as secondary vendors. The total of all three (3) blanket purchase orders will have a not to exceed amount of \$80,000.00.

Summary Statement*

On August 20, 2013, the City opened four (4) sealed bid responses for an Annual Price Agreement for Electrical Supplies. The responding vendors were Crawford Electric, Dealers Electrical Supply, Elliott Electric, and KBS Electrical. All vendors are located in Bryan, Texas.

Bids were evaluated based on a firm bid discount percentage by category and manufacturer lines from each vendor. For bid evaluation purposes, these discounts were applied to a list of commonly used items consisting of eighty-six (86) items. Facility Services and Water Services utilize these blanket purchase orders (BPO) for maintenance and repair of City facilities and equipment. Using three (3) vendors better ensures material and parts are obtained in a timely manner to complete the work needed.

Facility Services respectfully request the City Council approve the third extension of an Annual Price Agreement for the purchase of electrical supplies with Crawford Electric, Dealers Electric Supply, and Elliott Electric creating three (3) blanket purchase orders with a total not to exceed amount of \$80,000.00. KBS Electrical Distributors was unable to extend their pricing in 2014 due to a manufacturer's price increase, and has not been part of this agreement since. This extension includes no increase to the original discounts bid.

Historically, the City has spent the following for electrical supplies:

- FY2016: \$47,000.00 (projected)
- FY2015: \$46,124.00
- FY2014: \$46,617.00

The period of the proposed extension is September 27, 2016, through and including September 26, 2017. This extension is the third (3rd) of four (4) possible extensions. Consequently, if these extensions are approved, the City of Bryan shall have the option of extending Price Agreements subject to approval of funding and review of the vendor performance for one (1) additional and final one (1) year term.

Staff Analysis & Recommendation*

Facility Services and Water Services respectfully request the City Council approve this extension for three (3) separate blanket purchase orders (BPO) for the Annual Price Agreement of Electrical Supplies. If approved, the grand total of all three (3) blanket purchase orders will have a not to exceed amount of \$80,000.00.

ABPO is a not to exceed amount and as the historical figures indicate, the actual expenditure amounts have been significantly less than the BPO amount.

Extension of these Price Agreements better enables City staff to obtain needed electrical supplies at firm discounted prices from one of three (3) local vendors and return to the jobsite in a timely manner.

Options*

(In Suggested Order of Staff Preference)

1. Approve extension
2. Do not approve extension and provide direction to staff
3. Re-bid (Note: Staff believes the proposed prices and discounts are competitive, and rebidding likely will not result in more favorable prices or discounts)

Funding Source*

Water/Wastewater Fund and General Fund (as budgeted)

Attachments

Vendor Extension Letters FY17.pdf	713.83KB
RFB #13-055 Bid Tabulation.pdf	92.64KB

Please detail attachments and note attachments available for viewing in City Secretary's Office:

1. August 23, 2016 Extension Letters (pdf document)
2. August 20, 2013 Bid Tabulation (pdf document)

Dept. Head Signature



**Deputy City Manager
Signature**



City Manager Signature



City Attorney Signature

