

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: September 24, 2013		DATE SUBMITTED: September 9, 2013	
DEPARTMENT OF ORIGIN: Facility Svcs and Water Svcs		SUBMITTED BY: B. Ebner	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input checked="" type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
<p>AGENDA ITEM DESCRIPTION: Consider approving four (4) separate blanket purchase orders for Annual Price Agreements for Electrical Supplies. The primary vendor for electric supplies is to be Crawford Electric with Dealers Electrical Supply, Elliott Electric and KBS Electrical being secondary vendors. The total of all four (4) blanket purchase orders results in a not to exceed amount of \$80,000.00 for Fiscal Year 2014.</p>			
<p>SUMMARY STATEMENT: Four (4) sealed bids responses for electrical supplies were received and publicly opened on August 20, 2013. The responding vendors were Crawford Electric, Dealers Electrical Supply, Elliott Electric and KBS Electrical all located in Bryan, Texas.</p> <p>Bids were evaluated based on firm bid discount percentage by category and manufacturer lines from each bidder. For bid evaluation purposes, these discounts were applied to a list of commonly used items consisting of eighty-six (86) items. Based on these items there were several bidders that had several low cost items.</p> <p>Staff's recommendation is to award this agreement to all four (4) local bidders: Crawford Electric as the primary vendor with Dealers Electrical Supply, Elliott Electric and KBS Electrical as secondary vendors. By awarding in this manner it ensures that City staff can obtain needed electrical supplies at firm discounted prices from all local vendors and return to the jobsite in a timely manner.</p> <p>Facility Services and Water Services respectfully request the City Council to approve the proposed electrical supplies blanket purchase orders (BPOs) with Crawford Electric (\$50,000), Dealers Electrical Supply (\$12,500), Elliott Electric (\$12,500) and KBS Electrical (\$5,000) for a one (1) year period in an amount not to exceed \$80,000. The \$80,000 amount also provides staff flexibility to increase or decrease a BPO for one particular vendor.</p>			
<p>STAFF ANALYSIS AND RECOMMENDATION: Facility Services and Water Services respectfully request City Council approval to issue four (4) separate blanket purchase orders (BPO) for an Annual Price Agreement for Electrical Supplies. The grand total of all four (4) blanket purchase orders (BPO) will have a not to exceed amount of \$80,000.00 for Fiscal Year 2014.</p> <p>By awarding this contract to Crawford Electric, Elliott Electric, Dealers Electric Supply and KBS Electric City staff is better able to obtain needed electrical supplies at firm discounted prices from all four (4) local vendors and return to the jobsite in a timely manner.</p>			
<p>OPTIONS (In Suggested Order of Staff Preference):</p> <ol style="list-style-type: none"> 1) Award the price agreement 2) Award the price agreement to only one vendor, which may require consideration at a future City Council meeting 3) Do not award the price agreement and provide direction to staff 			

4) Re-Bid

ATTACHMENTS: Bid Tabulation (pdf)

FUNDING SOURCE: Facility Services and Water Services budgets (as budgeted)

APPROVALS: Hugh R. Walker, 09/07/2013

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 09/16/2013

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 09/17/2013

Revised 05/2013