

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: November 18, 2013		DATE SUBMITTED: November 11, 2013	
DEPARTMENT OF ORIGIN: Travis B. Bryan Municipal Golf Course		SUBMITTED BY: Billy Bob Lane	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input 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 checked="" type="checkbox"/> INFRASTRUCTURE
			<input checked="" type="checkbox"/> QUALITY OF LIFE
AGENDA ITEM DESCRIPTION: Consider approving funding for a one (1) year extension as provided in the City of Bryan's price agreement with BWI Companies, Inc. of Schulenburg, TX in an amount not to exceed \$60,000. This vendor provides fertilizers and various chemicals for use by the Travis B. Bryan Municipal Golf Course and City of Bryan Parks & Recreation Department.			
SUMMARY STATEMENT: In October 2011, the City of Bryan completed a sealed bid process that resulted in the City Council awarding (on November 8, 2011) a price agreement in the amount of \$61,637.06 to BWI Companies, Inc. to provide fertilizers and various chemicals to the Travis B. Bryan Municipal Golf Course and the City of Bryan Parks & Recreation Department. The price agreement included an option for four (4) additional one (1) year terms to be extended one (1) year at a time, subject to the approval of funding and a review of the service provided by the vendor.			
<p>This Council Action Form represents the second extension to the original agreement and is in a not to exceed amount of \$60,000. Due to prior spending history, the first extension was requested and approved (November 5, 2012) in FY2013, in the amount of \$48,500. The first extension was within the City Manager's spending authority; however, the actual expenditure was \$50,610. For FY2014, City Council approval is being requested to be assured purchasing laws and protocols are followed.</p> <p>Historical combined (Golf Course and Parks& Rec) expenses for these particular supplies are:</p> <ul style="list-style-type: none"> • FY2013: \$50,610 (BWI); • FY2012: \$42,035 (BWI); • FY2011: \$43,377 (BuyBoard); and, • FY2010: \$49,837 (BuyBoard). <p>(Note: The FY2012 agreement amount (\$61,637.06) is different than the bid amount (\$63,334.06 – see attached bid tab) as BWI included lessor cost items, which the City selected.)</p> <p>This requested extension period covers the timeframe from November 14, 2013, to November 13, 2014. Staff respectfully requests the City Council approve the extension and appropriate funds for a BPO in the amount of \$60,000 to cover the anticipated expenses during this period. As a reminder, since this action approves a Blanket Purchase Order (BPO), the amount is a not to exceed amount; supplies are purchased as needed.</p>			
STAFF ANALYSIS AND RECOMMENDATION: City staff recommends approving the one (1) year extension with BWI to provide fertilizers and chemicals used in operations of the Travis. B. Bryan Municipal Golf Course and City parks. The prices received on this bid in 2011 are lower than the previous prices obtained through the BuyBoard. Based on a review of market prices, the proposed contract extension should result in savings for these			

departments. BWI has provided acceptable products and service during the last two years.

Staff respectfully requests the City Council approve the extension and appropriate funds for a BPO in the amount of \$60,000 to cover the anticipated expenses during this period. If approved, this extension is the second of four possible one-year extensions.

OPTIONS (In Suggested Order of Staff Preference):

1. Approve the proposed extension.
2. Do not approve the proposed extension and direct staff to identify another vendor through another bid or through a purchasing cooperative, which might result in increased costs and adversely impact budgets.
3. Do not approve extension and provide direction to staff.

ATTACHMENTS: (attachments are in a single pdf file)

1. 2nd extension agreement letter dated August 29, 2013
2. 2011 bid tab

FUNDING SOURCE: Travis B. Bryan Golf Course and COB Parks Department general fund accounts (as budgeted in the FY2014 budget)

APPROVALS: Hugh R. Walker, 11/11/2013

APPROVED FOR SUBMITTAL: CITY MANAGER

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 11/11/13