



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		4/27/2015			
Department:		Purchasing			
Department Head		Diane Palmer-Boeck			
Agenda Coordinator (include phone #): Teresa Shelstad x7539					
CAPTION					
Bid No. 2015-102-C for a one (1) year contract with three (3) City optional renewals, to purchase small water meter boxes for Inventory Control/Asset Disposal (ICAD) to be utilized by Public Works from Bass & Hays Foundry in the estimated annual amount of \$63,180, and authorizing the City Manager to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2014-15 thru 2018-19	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	2,161,526	221,130	2,382,656
Encumbered/Expended Amount		0	-1,111,377	0	-1,111,377
This Item		0	-31,590	-221,130	-252,720
BALANCE		0	1,018,559	0	1,018,559
FUND(S): WAREHOUSE					
<p>COMMENTS: This item approves price quotes. Expenditures will be made in the Inventory Stock Department based on need within the approved budget appropriations for each year of the contract. The estimated amount to be spent in FY 2014-15 is \$31,590. The estimated future amount is \$221,130, which will be made within approved budget appropriations. Remaining balance will be used for other Inventory purchases.</p> <p>STRATEGIC PLAN GOAL: Providing Small Water Meter Boxes for Warehouse Inventory relates to the City's Goal of a Financially Strong City with Service Excellence.</p>					
SUMMARY OF ITEM					
See attached recommendation memo.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Recommendation Memo					
Bid Recap					



Memorandum

Date: April 1, 2015
To: Teresa Shelstad, Purchasing Buyer
From: Josh Mathewes, Inventory Control/Asset Disposal Supervisor
Subject: Award of Bid #2015-102-C Small Water Meter Boxes

It is the recommendation from Inventory Control/ Asset Disposal (ICAD) based on inventory requirements and Public Works based on specifications to award 2015-102-C to Bass & Hays Foundry.

Bass & Hays Foundry submitted the only bid for this item. The estimated total expenditure for this item is \$63,180.00 annually.

Failure to award this bid could result in extended lead times, prolonged utility service down time to city residents, higher procurement costs and the inability to provide inventory in an emergency or maintenance situation.

The specifics of this bid are on file with the Purchasing Division.

Josh Mathewes
Inventory Control/Asset Disposal
Supervisor

CITY OF PLANO

BID NO. 2015-102-C
Small Water Meter Boxes
BID RECAP

Bid opening Date/Time: March 4, 2015 @ 3:00PM

Number of Vendors Notified: 777

Vendors Submitting "No Bids": 0

Number of Bids Submitted: 1

Bass & Hays Foundry \$ 63,180.00

Bids Evaluated Non-Responsive to Specification: 0

Recommended Vendor:

Bass & Hays Foundry \$ 63,180.00

Teresa Shelstad

Teresa Shelstad
Buyer

April 7, 2015

Date