



## MEMORANDUM

**To:** Mayor and City Council

**From:** Mike Garza, P.E., Assistant Director of Public Works  
Kent Collins, P.E., Director of Public Works

**Date:** January 12, 2021

**Reference:** Water & Wastewater System Materials Annual Purchase

**2030:** Sustainable City Government,  
Excellent and Well-maintained City Infrastructure and Facilities

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### General:

- We received 4 bids.
- Core and Main was the lowest responsible bidder.
- This is for the annual purchase of materials and parts for the water and wastewater system.
- We have \$75,000.00 budgeted for water/wastewater parts and materials for this fiscal year.

### Introduction:

This agenda item is being presented for award of bid #Q-1221-01 to enter into contract with Core & Main LP as the primary vendor for the purchase of water and wastewater parts.

### Analysis:

The FY 20/21 Water & Sewer Maintenance Fund had budgeted monies for the purchase of water and wastewater materials for routine maintenance and repairs for the city's water and wastewater systems. The approved budget for these parts and materials is \$75,000.00.

The bid tabulation consists of five (5) groups totaling over 200 items. Various quantities of items may or may not be purchased based on maintenance needs throughout the year. The bid quantities are based on prior years usage, ensuring we have a more accurate unit price for any part needed throughout the year. We will not need every item we obtain a price for, but we do need to have a unit price when the maintenance is needed.

On December 8, 2020 four vendors submitted bids, with Core & Main LP being the most complete responsive bidder. The other three (3) vendors did not submit complete bids on every item in each group.

**Legal Review:**

The Purchasing Department has reviewed the documents and determined that this is an appropriate method of contracting with this vendor.

**Fiscal Impact:**

The fiscal impact of this Agenda Item is \$75,000.00, as budgeted.

**Recommendation:**

The Public Works Department recommends approval of this item.