



MEMORANDUM

To: Mayor and City Council

From: Kent Collins, P.E., Director of Public Works

Date: January 28, 2020

Reference: Contract Renewal for Electrical Services

2030: Sustainable City Government Strategy, Goal 3
Excellent and Well-maintained City Infrastructure and Facilities

General:

- In January 2019, Nema 3 Electric, Inc. was awarded the City-wide Electrical Services Maintenance and Repair Contract with a contract value of \$150,000 per year for five years.
- The overall contract term was effective February 1, 2019, with five annual renewals through January 31, 2024
- This item represents the first renewal, effective February 1, 2020 with three renewals remaining.
- The contract includes service to 31 municipal buildings including the provision of parts and materials.

Introduction:

This agenda item is being presented to consider approval of awarding renewal one (1) of RFP #163 Citywide Electrical Services to Nema 3 Electric, Inc. for a one-year period beginning February 1, 2020, in the amount of \$150,000, as budgeted; and authorizing the City Manager to sign any necessary documents.

Analysis:

In November 2018, the City of Coppel Facilities Division received proposals from Texas Department of Licensing and Regulation (TDLR) approved and licensed electrical contractors to provide citywide electrical maintenance and repair services, including the provision of parts and materials. Because this contract is for citywide service, the proposals were evaluated by a committee that included representatives from Purchasing, Fire, Police, Parks and Public Works. Nema 3 was awarded a five-year contract with review and renewal annually. The Facilities Division has performed the annual review of Nema 3 and is recommending the first contract renewal.

Legal Review:

The City's standard form contract is being utilized and is reviewed periodically by the City Attorney.

Fiscal Impact:

The fiscal impact of this agenda item is \$150,000.00, as budgeted.

Recommendation:

The Public Works Department recommends approval of this contract.