

# CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number \_\_\_\_\_

Meeting Type: Regular

Meeting Date: 9/12/2013

Action Requested By:  
Finance

Agenda Item Type  
Resolution

Subject Matter:

Approval of Agreements

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into agreements with the low bidders meeting specifications as outlined in the attached Summary of Bids for Acceptance.

**Note: If amendment, please state title and number of the original**

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what Council action will provide, allow and accomplish and; any other information that might be helpful.

Routine Procurement Function

Associated Cost:

Budgeted Item: Select...

MAYOR RECOMMENDS OR CONCURS: Select...

Department Head: \_\_\_\_\_

Date: 9/4

**ROUTING SLIP  
CONTRACTS AND AGREEMENTS**

Originating Department: Finance Council Meeting Date: 9/12/2013

Department Contact: Cecilia Summers Phone # 427-5060

Contract or Agreement: Agreements with Low Bidders

Document Name: 20130912PROBIDS

City Obligation Amount:

Total Project Budget:

Uncommitted Account Balance:

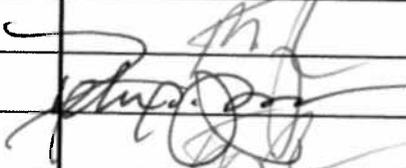
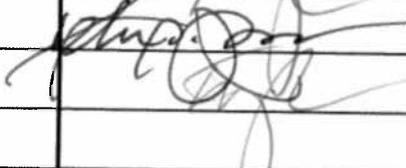
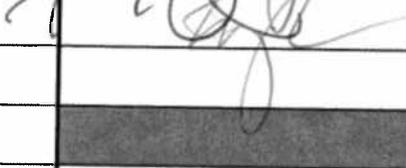
Account Number:

**Procurement Agreements**

<b>Title 41</b>	<b>Competitive</b>
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**Grant-Funded Agreements**

<b>Not Applicable</b>	<b>Grant Name:</b> <input type="text"/>
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Department	Signature	Date
1) Originating		9/4
2) Legal		9-4-13
3) Finance		9/4
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO.13-\_\_\_\_\_

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, the Mayor be, and he is authorized to accept the low bids meeting specifications and effectuate the following agreements on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreements are substantially in words and figures similar to those certain documents attached hereto and identified herein below with the date of September 12, 2013 appearing on the margins of the first pages, together with the signature of the City Council President and an executed copy of said documents being permanently kept on file in the Office of the City Clerk-Treasurer of the City of Huntsville, Alabama.

AGREEMENT BETWEEN THE CITY OF HUNTSVILLE AND:

<u>VENDOR</u>	<u>COMMODITY/SERVICE</u>	<u>AGREEMENT</u>
Postal Pros. Inc.	Animal License Renewal	One Year W/Extensions
J. A. Dawson & Co. Inc. Outdoor Aluminum Inc. R.J. Thomas Mfg. Co Inc.	Park Equipment	One Year W/Extensions
Pro Electric Inc.	Electric Service	One Year W/Extensions
Shattuck Inc.	Painting Services	One Year W/Extensions
Porter Roofing Contracting Inc.	Roofing Repair & And Installation	One Year W/Extensions

**ADOPTED** this the 12th day of September 2013 .

\_\_\_\_\_  
President of the City Council of the City of  
Huntsville, Alabama

**APPROVED** this the 12th day of September 2013

\_\_\_\_\_  
Mayor of the City of Huntsville, Alabama

**SUMMARY OF BIDS FOR ACCEPTANCE**  
**September 12, 2013**

<b>LOW BIDDER MEETING SPECIFICATIONS</b>	<b>COMMODITY/SERVICE</b>	<b>TERM OF AGREEMENT</b>	<b>OTHER BIDS RECEIVED</b>
Postal Pros, Inc. Albuquerque, NM	Animal License Renewal	One Year W/Extensions	3
J. A. Dawson & Company, Inc. Pelham, AL Outdoor Aluminum Inc. Geneva, AL R. J. Thomas Mfg. Co. Inc. Cherokee, IA	Park Equipment	One Year W/Extensions	5
*Pro Electric Inc. Huntsville, AL	Electric Services	One Year W/Extensions	
*Shattuck Inc. Huntsville, AL	Painting Services	One Year W/Extensions	1
*Proter Roofing Contracting Inc. McMinnville, TN	Roofing Repair and Installation	One Year W/Extensions	3

**BID AWARD RECOMMENDATION**

Revised 04/17/2013



**HUNTSVILLE**  
The Star of Alabama

TO: PROCUREMENT SERVICES

FROM: KAREN HILL

BID NUMBER: 57-2013-76-3

DATE: August 13, 2013

COMMODITY/SERVICE: ANIMAL LICENSE RENEWAL

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND POSTAL PROS, INC.

RECOMMENDATION: Postal Pros, Inc.

Description	Price	UOM	Comment
animal license	\$0.12		

INITIAL PURCHASE: \$16,000

FUNDING SOURCE: 01-7600-0403-2105

TERM OF CONTRACT:  One Time  
 Three Months  
 One Year  
 One Year w/Additional One Year Extensions as Allowable by State Law  
 Other (explain)

**APPROVALS:**

My staff and I have complied with all laws, regulations, City of Huntsville Procurement Rules, and the provisions of any contract and/or grant agreements applicable to this procurement process. In addition, my staff and I have not sought by collusion with the recommended Proposer/Bidder to obtain any advantage over any other Proposer/Bidder in this procurement.

  
 Department Head

  
 Procurement Services

\_\_\_\_\_  
 Council President  
 \_\_\_\_\_, 9/12/13 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Mayor Tommy Battle  
 \_\_\_\_\_, 9/12/13 \_\_\_\_\_  
 Date

**BID AWARD RECOMMENDATION**

Revised 04/17/2013



**HUNTSVILLE**  
The Star of Alabama

TO: PROCUREMENT SERVICES  
FROM: General Services  
BID NUMBER: 69-2013-7400-2  
COMMODITY/SERVICE: Handicap Drinking Fountains

DATE: August 29, 2013

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND J.A Dawson & Company, Inc

RECOMMENDATION: J.A. Dawson & Company was the lowest responsive bidder for the Handicap Drinking Fountains.

Description	Price	UOM	Comment
410 SM Handicap Drinking Fountain	2,780.00	Each	

INITIAL PURCHASE: \_\_\_\_\_

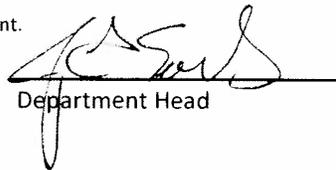
FUNDING SOURCE: 01-7400-0301-7503

TERM OF CONTRACT:  One Time  
 Three Months  
 One Year  
 One Year w/Additional One Year Extensions as Allowable by State Law  
 Other (explain)

**APPROVALS:**

My staff and I have complied with all laws, regulations, City of Huntsville Procurement Rules, and the provisions of any contract and/or grant agreements applicable to this procurement process. In addition, my staff and I have not sought by collusion with the recommended Proposer/Bidder to obtain any advantage over any other Proposer/Bidder in this procurement.

  
\_\_\_\_\_  
Procurement Services

  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Council President  
September 12, 2013  
Date

\_\_\_\_\_  
Mayor Tommy Battle  
September 12, 2013  
Date

**BID AWARD RECOMMENDATION**

Revised 04/17/2013



**HUNTSVILLE**  
The Star of Alabama

TO: PROCUREMENT SERVICES

FROM: General Services

BID NUMBER: 69-2013-7400-2

DATE: August 29, 2013

COMMODITY/SERVICE: 6' Bench/Picnic Table/HC Picnic Table

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND Outdoor Aluminum Inc.

RECOMMENDATION: Outdoor Aluminum was the lowest responsive bidder for the following: 6' foot park bench; Picnic Table; and Handicap Picnic Table

Description	Price	UOM	Comment
MCTGH-6 Six Foot Park bench	180.00	Each	
TFGH-6 Picnic Table	380.00	Each	
HFTGH-8 Wheelchair Accessible Picnic Table	415.00	Each	

INITIAL PURCHASE: \_\_\_\_\_

FUNDING SOURCE: 01-7400-0301-7503

TERM OF CONTRACT:  One Time  
 Three Months  
 One Year  
 One Year w/Additional One Year Extensions as Allowable by State Law  
 Other (explain) \_\_\_\_\_

**APPROVALS:**

My staff and I have complied with all laws, regulations, City of Huntsville Procurement Rules, and the provisions of any contract and/or grant agreements applicable to this procurement process. In addition, my staff and I have not sought by collusion with the recommended Proposer/Bidder to obtain any advantage over any other Proposer/Bidder in this procurement.

  
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Procurement Services

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Council President  
September 12, 2013  
Date

  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Mayor Tommy Battle  
September 12, 2013  
Date

**BID AWARD RECOMMENDATION**

Revised 04/17/2013



**HUNTSVILLE**  
The Star of Alabama

TO: PROCUREMENT SERVICES  
FROM: General Services  
BID NUMBER: 69-2013-7400-2  
COMMODITY/SERVICE: Eight (8) foot Park Bench

DATE: August 29, 2013

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND R.J Thomas Mfg. Co. Inc.

RECOMMENDATION: RF Thomas MGF was the lowest responsive bidder for the following: 8' foot park bench;

Description	Price	UOM	Comment
PCXB/G-8AL Eight (8') foot Park Bench	318.60	Each	

INITIAL PURCHASE: \_\_\_\_\_

FUNDING SOURCE: 01-7400-0301-7503

TERM OF CONTRACT:  One Time  
 Three Months  
 One Year  
 One Year w/Additional One Year Extensions as Allowable by State Law  
 Other (explain)

**APPROVALS:**

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Procurement Services

  
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Department Head

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Council President  
September 12, 2013  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor Tommy Battle  
September 12, 2013  
\_\_\_\_\_  
Date

**BID AWARD RECOMMENDATION**

Revised 04/17/2013



**HUNTSVILLE**  
The Star of Alabama

TO: PROCUREMENT SERVICES  
FROM: General Services  
BID NUMBER: 71-2013-7400-2  
COMMODITY/SERVICE: Electric Services

DATE: August 29, 2013

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND Pro Electric Inc.

RECOMMENDATION: The General Services Department recommends Pro Electric Inc for the electric repair and installation services. They were the only and lowest responsive bidder.

Description	Price	UOM	Comment
Technician Regular Time	35.00	Per Hour	
Helper Regular Time	22.50	Per HOur	
10% Mark up Rate			

INITIAL PURCHASE: \_\_\_\_\_

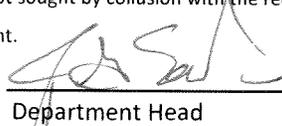
FUNDING SOURCE: 01-7400-0301-7503

TERM OF CONTRACT:  One Time  
 Three Months  
 One Year  
 One Year w/Additional One Year Extensions as Allowable by State Law  
 Other (explain)

**APPROVALS:**

My staff and I have complied with all laws, regulations, City of Huntsville Procurement Rules, and the provisions of any contract and/or grant agreements applicable to this procurement process. In addition, my staff and I have not sought by collusion with the recommended Proposer/Bidder to obtain any advantage over any other Proposer/Bidder in this procurement.

  
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Department Head

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Council President  
September 12, 2013  
Date

\_\_\_\_\_  
Mayor Tommy Battle  
September 12, 2013  
Date

**BID AWARD RECOMMENDATION**

Revised 04/17/2013



**HUNTSVILLE**  
The Star of Alabama

TO: PROCUREMENT SERVICES  
FROM: General Services  
BID NUMBER: 70-2013-7400-2  
COMMODITY/SERVICE: Painting Services

DATE: August 29, 2013

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND Shattuck Inc.

RECOMMENDATION: The General Services Department recommends Shattuck Inc. Inc for the painting services bid. They were the lowest responsive bidder.

Description	Price	UOM	Comment
Technician Regular Time	30.00	Per Hour	
Helper Regular Time	25.00	Per HOur	
10% Mark up Rate			

INITIAL PURCHASE: \_\_\_\_\_

FUNDING SOURCE: 01-7400-0301-7503

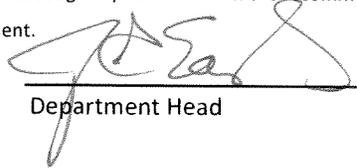
TERM OF CONTRACT:  One Time  
 Three Months  
 One Year  
 One Year w/Additional One Year Extensions as Allowable by State Law  
 Other (explain)

**APPROVALS:**

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Procurement Services

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Council President  
September 12, 2013  
Date

  
\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Mayor Tommy Battle  
September 12, 2013  
Date

**BID AWARD RECOMMENDATION**

Revised 04/17/2013



**HUNTSVILLE**  
The Star of Alabama

TO: PROCUREMENT SERVICES  
FROM: General Services  
BID NUMBER: 68-2013-7400-2  
COMMODITY/SERVICE: Roofing Repair and Installation

DATE: August 29, 2013

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND Porter Roofing Contracting Inc

RECOMMENDATION: The General Services Department recommends Porter Roofing Contracting Inc for the roofing repair and installation services. They were the lowest responsive bidder.

Description	Price	UOM	Comment
Technician Regular Time	35.00	Per Hour	
Helper Regular Time	30.00	Per HOur	
10% Mark up Rate			

INITIAL PURCHASE: \_\_\_\_\_

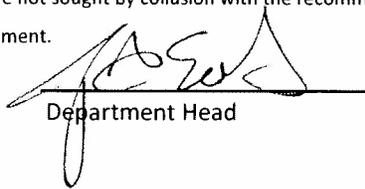
FUNDING SOURCE: 01-7400-0301-7503

TERM OF CONTRACT:  One Time  
 Three Months  
 One Year  
 One Year w/Additional One Year Extensions as Allowable by State Law  
 Other (explain)

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