

**CITY COUNCIL AGENDA ITEM COVER MEMO**

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

Meeting Type: Regular

Meeting Date: Feb 25, 2016

Action Requested By: Finance

Agenda Type: Resolution

Subject Matter:

Approval of Agreement

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into agreement with the low bidder meeting specifications as outlined in the attached Summary of Bid for Acceptances.

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: Not Applicable

MAYOR RECOMMENDS OR CONCURS: \_\_\_\_\_

Department Head: *M Sarge*

Date: 2-16-16

## ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Finance Council Meeting Date: 2/25/2016

Department Contact: Cecilia Summers Phone # 256-427-5060

Contract or Agreement: Agreement with Low Bidder

Document Name: 20160225pro bids

City Obligation Amount:

Total Project Budget:

Uncommitted Account Balance:

Account Number:

### Procurement Agreements

<u>Title 41</u>	<u>Competitive</u>
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### Grant-Funded Agreements

<u>Select...</u>	Grant Name: <input style="width: 90%;" type="text"/>
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Department	Signature	Date
1) Originating	<i>M. Sarge</i>	<i>2-16-16</i>
2) Legal	<i>Mary C. Cato</i>	<i>2-17-16</i>
3) Finance	<i>M. Sarge</i>	<i>2-16-16</i>
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO.16-\_\_\_\_\_

**BE IT RESOLVED** by the City Council of the City of Huntsville, Alabama, the Mayor be, and he is authorized to accept the low bid meeting specification and effectuate the following agreement on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement is substantially in words and figures similar to those certain document attached hereto and identified herein below with the date of February 25 2016 appearing on the margin of the first page, together with the signature of the City Council President and an executed copy of said document 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>
Pro Electric Inc.	Scoreboard Maintenance Service & Repairs. Contract Value Not To Exceed \$49,999	One Year W/Extensions

**ADOPTED** this the 25<sup>th</sup> day of February 2016.

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

**APPROVED** this the 25<sup>th</sup> day of February 2016.

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

**SUMMARY OF BIDS FOR ACCEPTANCE**  
**February 25, 2016**

<b>LOW BIDDER MEETING SPECIFICATIONS</b>	<b>COMMODITY/SERVICE</b>	<b>TERM OF AGREEMENT</b>	<b>OTHER BIDS RECEIVED</b>
Pro Electric Inc. Huntsville, AL.	Scoreboard Maintenance Service & Repairs	One Year W/Extensions	

\* Current Contract Holder

**BID AWARD RECOMMENDATION**

Revised 04/17/2013



**HUNTSVILLE**  
The Star of Alabama

TO: PROCUREMENT SERVICES

FROM: GENERAL SERVICES

BID NUMBER: 21-2016-74-2

DATE: 2/5/16

COMMODITY/SERVICE: \_\_\_\_\_

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND Pro Electric, Inc.

RECOMMENDATION: General Services recommends Pro Electric Inc. to be the Scoreboard maintenance and repair scoreboard service provider for the City of Huntsville. They were the lowest responsive bidder.

Description	Price	UOM	Comment
Technician Labor Rates	\$ 47.50	Hour	
Helper Labor Rates	\$ 25.50	Hour	
Mark up price for parts		10%	
70' Foot Bucket Truck	\$ 80.00	Hour	

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

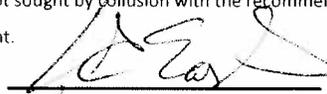
FUNDING SOURCE: 1000-14-14300-513010-00000000

- 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  
Feb. 25, 2016  
Date

\_\_\_\_\_  
Mayor Tommy Battle  
Feb. 25, 2016  
Date