

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: Apr 28, 2016

Action Requested By: Finance

Agenda Type: Resolution

Subject Matter:

Approval of Agreement

Exact Wording for the Agenda:

Resolution authorizing the Mayor to accept the low bid meeting specifications and effectuate the following agreement on behalf of the City of Huntsville, a municipal corporation in the State of Alabama, which said agreement are substantially in words and figures similar to those certain documents attached.

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. Sargent*

Date: 4-18-16

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: **Finance**

Council Meeting Date: 4/28/2016

Department Contact: Cecilia Summers

Phone # 256-427-5060

Contract or Agreement: Agreement with Low Bidder

Document Name: 20160428probid

City Obligation Amount:

Total Project Budget:

Uncommitted Account Balance:

Account Number:

Procurement Agreements

Title 41	Competitive
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Grant-Funded Agreements

Select...	Grant Name:
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Department	Signature	Date
1) Originating	<i>M. Sargent</i>	4-18-16
2) Legal	<i>Mary Cato</i>	4-18-16
3) Finance	<i>M. Sargent</i>	4-18-16
4) Originating	<i>M. Sargent</i>	4-18-16
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 April 28 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>
The Lilly Company	Three Wheel Scooter	One Year

ADOPTED this the 28th day of April 2016.

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

APPROVED this the 28th day of April 2016.

Mayor of the City of Huntsville, Alabama

SUMMARY OF BIDS FOR ACCEPTANCE
April 28, 2016

LOW BIDDER MEETING SPECIFICATIONS	COMMODITY/SERVICE	TERM OF AGREEMENT	OTHER BIDS RECEIVED
The Lilly Company Birmingham, AL	Three Wheel Scooter	One Year	

* Current Contract Holder

BID AWARD RECOMMENDATION

Revised 04/17/2013



HUNTSVILLE
The Star of Alabama

TO: PROCUREMENT SERVICES

FROM: Mike Blankenship Fleet Services

BID NUMBER: 28-2016-54-1

COMMODITY/SERVICE: Three Wheel Scooter

DATE: 4/1/16

AGREEMENT BETWEEN CITY OF HUNTSVILLE AND The Lilly Company

RECOMMENDATION: Fleet Services recommends The Lilly Company as they were the sole bidder.

Description	Price	UOM	Comment
Make: <u>Westward Three Wheel Scooter</u>	<u>\$ 27,765.00</u>	<u>EA.</u>	
Model: <u>GO-4 Interceptor</u>			

INITIAL PURCHASE: \$ 27,765.00

FUNDING SOURCE: Capital funds

- 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.

[Signature]
Procurement Services

[Signature]
Department Head

Council President
4/28/2016
Date

Mayor Tommy Battle
4/28/2016
Date