



Legislation Text

File #: 19-0519, **Version:** 1

DATE: July 2, 2019

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Kristine Tallent, Assistant City Administrator / CFO
Michelle Hatcher, Water Management Director
Brian Wilcox, Purchasing Manager

SUBJECT:

Consideration of Procurement Award to Microbac Laboratories, Inc. of Maryville, Tennessee in the estimated total annual amount of \$22,276 for industrial pretreatment sampling and testing, Water Reclamation Facility influent and effluent testing, and testing of river samples wastewater treatment laboratory contract services for a term of award for the Water Reclamation Division of the Water Management Department (Purchasing Office Procurement Solicitation No. 2019-013; \$60,000 budgeted for line item in 431-82280-52213 for fiscal year 2020; Contract No. 2019-0161 (07-09-19 WS))

Purpose

The purpose of this procurement is to purchase the specified wastewater treatment laboratory contract services needed for routine operation of the City's Water Reclamation Facility.

Background

The City published on March 28, 2019 a Notice to Bidders in the *Williamson Herald* for performance upon demand of the following wastewater treatment laboratory contract services for the specified term of award: industrial pretreatment sampling and testing, Water Reclamation Facility influent and effluent testing, and testing of river samples. In addition, bid documents were sent on or about the same date directly to eight (8) potential bidders known or thought to be interested in this solicitation. Bids from three (3) service providers were publicly opened at the bid opening held on April 18, 2019. A tabulation of the bids received for this solicitation is attached.

Financial Impact

The apparent lowest, most responsive and responsible bid, from Microbac Laboratories, Inc. of Maryville, Tennessee, is in the estimated total annual amount of \$22,276 for the specified wastewater treatment laboratory contract services. The specified term of award is three (3) years, with two one-year options to extend, for a maximum possible term of award of five (5) years total. This bid was identified because it is the lowest bid that meets or exceeds the City's intention as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation. The Water Management Department Water Reclamation Division budget for fiscal year 2020 allocates \$60,000 out of the

Sewer Fund for the purchase of lab services, including those pertaining to the procurement that is the subject of this memorandum.

Options

In accordance with the bid documents, the City reserves the right to reject any and all bids.

Recommendation

Staff recommends that the City accept, contingent upon Law Department and City Administrator approval of City Contract No. 2019-0161, the apparent lowest best bid, from Microbac Laboratories, Inc., in the estimated total annual amount of \$22,276 for the specified wastewater treatment laboratory contract services for a term of award, and award this procurement to this bidder. The City's Purchasing Manager believes the prepared solicitation documents as distributed allowed for competition among multiple service providers, and that the staff recommendation appears to be made in a fair and impartial manner based upon the proposals received. Pursuant to authority previously granted by the Board of Mayor and Aldermen, Contract No. 2019-0161 has been prepared for execution by the City Administrator and is attached pending approval by the Board of Mayor and Aldermen of the staff recommendation to accept the bid from and award the procurement to Microbac Laboratories, Inc.