

## MEMORANDUM

**TO:** Donna Barron, City Manager

**THROUGH:** David Erb, Finance Director

**FROM:** Todd White, Purchasing Manager

**DATE:** February 3, 2020

**SUBJECT: Approval of a Bid Award for an Annual Requirements Contract for Chemical Analysis to Pace Analytical Services, LLC, Allen, Texas, for an Estimated Annual Amount of \$75,852; and Authorization for the City Manager to Execute the Contract.**

### **BACKGROUND**

A bid invitation was created and posted on Bidsync.com January 12, 2020. Specifications were created in accordance with Texas Local Government Code Chapter 252.043, *Award of Contract*. Specifications under this chapter of the law state the award is to be made on the basis of the best value for the municipality.

In determining the best value for the municipality, the municipality may consider, among other things: (1) the purchase price; (2) the quality of the bidder's goods or services; and (3) the extent to which those goods or services meet the municipality's needs.

### **ANALYSIS**

Sealed bids were due January 30, 2020 and two bids were received. An evaluation of bids was performed, and it was determined Pace Analytical Services submitted the lowest bid and is being recommended on the basis of best value.

### **RECOMMENDATION**

That the City Council approve the award and authorize the City Manager to execute the contract as set forth in the caption above.