

MEMORANDUM

TO: Donna Barron, City Manager

THROUGH: Brenda Martin, Finance Director

FROM: Todd White, Purchasing Manager

DATE: September 4, 2018

SUBJECT: **Approval of a Bid Award for an Annual Requirements Contract for Street Sweeping to Mister Sweeper, Dallas, Texas, for an Estimated Amount of \$104,210; and Authorization for the City Manager to Execute the Agreement.**

BACKGROUND

A bid invitation was created and posted on Bidsync.com July 27, 2018. 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 August 16, 2018 and two bids were received. An evaluation of bids was performed, and it was determined Mister Sweeper submitted the lowest bid and is being recommended on the basis of best value.

RECOMMENDATION

That the City Council approves the award as set forth in the caption above.