

## **MEMORANDUM**

**TO:** Donna Barron, City Manager

**THROUGH:** Brenda Martin, Finance Director

**FROM:** Todd White, Purchasing Manager

**DATE:** November 19, 2018

**SUBJECT:** **Approval of a Contract Award for Manual Water Meter Replacement to HydroPro Solutions, Georgetown, Texas, for an Estimated Amount of \$1,440,000; and Authorization for the City Manager to Execute the Contract.**

### **BACKGROUND**

A request for sealed proposals was created and posted on Bidsync.com July 13, 2018. Specifications were created in accordance with Texas Local Government Code Chapter 252.042, *Requests for Proposals for Certain Procurements*. Specifications under this chapter of the law state requests for proposals must specify the relative importance of price and other evaluation factors.

### **ANALYSIS**

Proposals were due August 16, 2018 and five (5) were received. An evaluation team was created to review, analyze, and score the proposals in accordance with weighted factors that were listed in the specifications. The evaluation team consisted of Keith Marvin, Director of Public Services; James Wallingsford, ULM Manager, David Evans, PS Line Operations Supervisor, Susan Martin, PS Line Foreman and Tracey Ogurek, Purchasing Agent. Each proposal was evaluated using the following criteria:

<b>Project Approach</b>	<b>30%</b>
<b>References/Similar Projects</b>	<b>30%</b>
<b>Acquisition Cost</b>	<b>30%</b>
<b>Interview</b>	<b>10%</b>

At the conclusion of the evaluation HydroPro Solutions received the highest score.

### **RECOMMENDATION**

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