

## MEMORANDUM

**TO:** Donna Barron, City Manager

**THROUGH:** Brenda Martin, Finance Director

**FROM:** Todd White, Purchasing Manager

**DATE:** March 19, 2019

**SUBJECT:** **Approval of a Bid Award for an Annual Requirements Contract for Asphalt Rehab Projects to Reynolds Asphalt and Construction Company, Euless, Texas, for the Estimated Amount of \$444,701; and Authorization for the City Manager to Execute the Contract.**

### **BACKGROUND**

A request for sealed proposals was created and posted on Bidsync.com Dec. 7, 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 December 27, 2018 and two (2) 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 Ron Carson, Public Works Manager; Toby McGuire, Operations Supervisor, and Tracey Ogurek, Purchasing Agent. Each proposal was evaluated using the following criteria:

<b>Price</b>	<b>50%</b>
<b>Equipment</b>	<b>10%</b>
<b>Previous Experience with Cement Stabilization</b>	<b>10%</b>
<b>Size of Previous Projects</b>	<b>10%</b>
<b>Previous Municipal Experience</b>	<b>10%</b>
<b>Any Judgments, Claims, Arbitration, etc. Against Firm</b>	<b>5%</b>
<b>Previous Experience with Road Bond</b>	<b>5%</b>

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At the conclusion of the evaluation, Reynolds Asphalt and Construction Co. received the highest evaluation score and is being recommended for award.

### **RECOMMENDATION**

It is City staff's recommendation that the City Council approve the award as set forth in the caption above; and authorize the City Manager to execute the contract.