

CITY OF BETHEL ACTION MEMORANDUM

Action Memorandum No.	19-49		
Date Action Introduced:	August 13, 2019	Introduced By:	Acting CM W. Howell, III
Date Action Taken:	August 13, 2019	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed By:	<i>KM</i>		

Authorize the City Manager to negotiate and execute a Purchase Agreement with Totem Equipment and Supply, Inc. for the purchase of a self-contained culvert road steamer.

Route To:	Department/Individual	Initials	Remarks
<input checked="" type="checkbox"/>	Purchasing Agent	RF	Same equipment purchased previously
<input checked="" type="checkbox"/>	City Manager		
<input checked="" type="checkbox"/>	City Attorney	<i>PB</i>	Procurement complied w/BMC
<input checked="" type="checkbox"/>	PW Director		

Attachment(s): Draft Purchase Agreement

Amount of Fiscal Impact		Account Information
	No fiscal impact	
\$48,000	Funds are Budgeted for	10-66-690
	Funds are not budged for Budget modification required	

On July 5, 2019 a Request for Bids (RFB) was issued to purchase an identical road steamer to the one the city had purchased in the past (same specs).

The RFB closed on July 25, 2019. While open, no addenda were issued as no questions were posed by the public asking for information not in the RFB documentation. No protests were received regarding the bid process while it was open. On opening day, a total of one bid was received for the requested equipment.

The bid received was as follows:

- Totem Equipment and Supply, Inc.: \$48,000 shipped via AML.

The City seeks to enter into a Purchase Agreement with the lowest responsive bidder for the purchase of the culvert road steamer. The draft Purchase Agreement is attached.