

CITY OF BETHEL ACTION MEMORANDUM

Action Memorandum No.	19-51		
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 Delta Western for the bulk purchase of Glycol.

Route To:	Department/Individual	Initials	Remarks
<input checked="" type="checkbox"/>	Purchasing Agent	RF	Delta offered most gallons
<input checked="" type="checkbox"/>	City Manager		
<input checked="" type="checkbox"/>	City Attorney	<i>FB</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	
\$70,000 Total (64K + 6K)	Funds are Budgeted for	51-56-590/10-70-590 (6K)
	Funds are not budged for Budget modification required	

On July 17, 2019 a Request for Bids (RFB) was issued to purchase a bulk order of glycol to be used in the various City buildings.

The RFB closed on August 6, 2019. While open, three addenda were issued to answer questions about information not in the RFB documentation. No protests were received regarding the bid process while it was open. On opening day, a total of two bids were received for the requested glycol.

The bids received were as follows:

- Delta Western: \$70,000 (135 Drums)
- Frontier Supply: \$70,000 (101 Drums)

The City seeks to enter into a Purchase Agreement with the lowest responsive bidder offering the most drums for the bulk purchase of glycol. The draft Purchase Agreement is attached.