



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Materials Management

ACM: Mario Canizares

DATE: October 17, 2017

SUBJECT

Consider adoption of an ordinance accepting competitive proposals and awarding a contract for Laboratory Services for City of Denton Water and Wastewater Laboratories; providing for the expenditure of funds therefore; and providing an effective date (RFP 6383-awarded to Pace Analytical Services, LLC, in the five (5) year not-to-exceed amount of \$250,000).

FILE INFORMATION

This item is for laboratory analytical services for the City of Denton's Environmental Services and Sustainability Department. This service includes analyzing storm water, watershed, industrial effluents, wastewater, sludge, soil, and compost as required by the Texas Commission on Environmental Quality. The City of Denton has outsourced laboratory services, as a cost-effective service delivery, to City facilities, for the past 15 years.

On May 26, 2017, Requests for Proposals (RFPs) were sent to thirty-two (32) prospective suppliers of laboratory services. In addition, specifications were placed on the Materials Management website for prospective suppliers to download and advertised in the local newspaper. Three (3) proposals were received, evaluated and ranked based upon the published criteria shown on (Exhibit 2). Pace Analytical Services, LLC, was ranked the highest and determined to be the best value for the City.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On October 9, 2017, the Public Utilities Board recommended approval to forward this item to the City Council for consideration.

RECOMMENDATION

Award a contract for Laboratory Services to Pace Analytical Services, LLC in the five (5) year not-to-exceed amount of \$250,000.

PRINCIPAL PLACE OF BUSINESS

Pace Analytical Services, LLC
Allen, TX

ESTIMATED SCHEDULE OF PROJECT

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same.

FISCAL INFORMATION

This contract will be funded from Water and Wastewater operating accounts as listed below:

Watershed Protection -640750.7898

Pretreatment Program -640600.7898

Municipal Laboratory -640500.7898, 630500.7898

STRATEGIC PLAN RELATIONSHIP

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

Related Key Focus Area: Sustainable & Environmental Stewardship

Related Goal: 1.1 Manage financial resources in a responsible manner

EXHIBITS

Exhibit 1: Agenda Information Sheet

Exhibit 2: Evaluation and Ranking Sheet

Exhibit 3: Public Utilities Board Minutes

Exhibit 4: Ordinance

Exhibit 5: Contract

Respectfully submitted:

Karen Smith, 349-8436

Purchasing Manager

Information concerning this acquisition, contact: Fritz Schwalm at 940-349-8615.