



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 1/7/2020

ALL

Item Creation Date: 12/9/2019

E29287 - Replacement of Retrofit Carriage Assembly - MOTION

Agenda Item#: 12.

Summary:

NOT A REAL CAPTION

HARTWELL ENVIRONMENTAL CORPORATION for Replacement of the Retrofit Carriage Assembly for Houston Public Works - \$198,511.65 - Enterprise Fund

Background:

S85-E29287 – Approve payment to Hartwell Environmental Corporation in the amount not to exceed \$198,511.65 for Replacement of the Retrofit Carriage Assembly for Houston Public Works.

SPECIFIC EXPLANATION:

The Director of Houston Public Works and the Chief Procurement Officer recommend that City Council approve payment to **Hartwell Environmental Corporation** in the amount not to exceed **\$198,511.65** for replacement of the retrofit carriage assembly for Houston Public Works.

On May 15, 2019, Houston Public Works (HPW) notified the Strategic Procurement Division (SPD) of the immediate need to replace the retrofit carriage assembly at Kingwood Central Wastewater Treatment Plant located at 3928 Kingwood Drive, Houston, Texas 77357. This equipment was inoperable and could not screen the debris out of the plant, causing the pipes and pumps to clog. HPW requested an Emergency Purchase Order (EPO) to replace the damaged equipment and avoid a plant shutdown to remain in compliance with the Texas Commission on Environmental Quality (TCEQ). SPD issued one (1) EPO to Hartwell Environmental Corporation. The vendor completed the work on October 9, 2019.

The scope of work required the vendor to deliver, install, and start-up the above retrofit carriage assembly. The services included, but not limited to, removing damaged equipment, disconnecting and reconnecting electrical systems, travel to site field to measure the channel, conduct pre-production inspection, check the alignment and provide operator training.

This recommendation is made pursuant to Chapter 252, Section 252.022 (a) (7) (A) of the Texas Local Government Code for exempt procurements, "which provides a procurement necessary to preserve or protect the public health or safety of the municipality's residents".

MWBE Participation:

This procurement is exempt from M/WBE subcontracting participation goal because the department is utilizing an emergency purchase order for this purchase.

Hire Houston First:

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing an emergency purchase order for this order.

Fiscal Note:

Funding for this item is included in the FY20 Adopted Budget. Therefore, no Fiscal note is required as stated in the Financial Policies.

DocuSigned by:

Jerry Adams

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**Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division**

DocuSigned by:

Carol Haddock

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**Carol Ellinger Haddock, P.E. Director
Houston Public Works**

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JG

Estimated Spending Authority			
DEPARTMENT	FY2020	OUT YEARS	TOTAL
Houston Public Works	\$198,511.65	\$0.00	\$198,511.65

Amount of Funding:

Amount of Funding:

\$198,511.65

Combined Utility System General Purpose Fund
Fund No.: 8305

Contact Information:

<u>NAME:</u>	<u>DEPARTMENT/DIVISION</u>	<u>PHONE</u>
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Alejandro Velasquez-Auza, Procurement Specialist	FIN/SPD	(832) 393-8701
Jedediah Greenfield, Assistant Director	HPW	(832) 395-3754

ATTACHMENTS:

Description	Type
Affidavit of Ownership	Backup Material
Budget Form A	Backup Material
Certificate of Insurance	Backup Material
Clear Tax Report	Backup Material
Drug Policy	Backup Material
EPO Justification Approve by CPO	Backup Material
Fair Campaign (Form A)	Backup Material
Invoice	Backup Material
Quote	Backup Material
Funding Verification	Financial Information
Budget vs. Actual E29287	Financial Information
Signed Cover sheet	Signed Cover sheet