



Legislation Text

File #: Res. 2018-218R, **Version:** 1

AGENDA CAPTION:

Consider approval of Resolution 2018-218R, authorizing a contract with Techline, Inc. for the provision of inventory and warehouse management services for the Public Services Department for one year for an amount not-to-exceed \$102,000.00, contingent upon the contractor's provision of sufficient insurance in accordance with the agreement; authorizing the City Manager to execute said agreement; and declaring an effective date.

Meeting date: 12/4/2018

Department: Public Services - Transportation, Executive Director (by Lynda Williams, Purchasing Manager)

Amount & Source of Funding

Funds Required: \$102,000

Account Number: 21006315.52305

Funds Available: \$102,000

Account Name: Water, Electric and Drainage Operating Funds-Contracted Services

Fiscal Note:

Prior Council Action: Approval of this contract in FY 16, 17, and 18.

City Council Goal: [Please select goal from dropdown menu below]

Goal #8 Provide efficient & effective delivery of services

Goal # 7 Maintain Fiscal Responsibility

Choose an item.

Comprehensive Plan Element (s): [Please select the Plan element(s) and Goal # from dropdown menu below]

☐ Economic Development - Choose an item.

☐ Environment & Resource Protection - Choose an item.

☐ Land Use - Choose an item.

☐ Neighborhoods & Housing - Choose an item.

☒ Parks, Public Spaces & Facilities - Funding and staffing to ensure quality public safety and community services

☐ Transportation - Choose an item.

☐ Not Applicable

Master Plan: *[Please select the corresponding Master Plan from the dropdown menu below (if applicable)]*

Waste Water Master Plan

San Marcos Electric Utility Master Plan

Transportation Master Plan

Background Information:

The current contract which will expire on December 16, 2018 and is for the amount of \$90,000 annually.

The proposed contract is a continuation of services by providing a full-time supervisor specializing in inventory management for on-site inventory and warehouse services for an average in-stock warehouse inventory estimate of \$3.3 M for the Public Services Department across four (4) warehouse locations and three (3) divisions: Transportation, Water/Wastewater Utility, and Electric Utility. The City through the Public Services Department will contract for personal services provided by Toby Melcher with Techline, Inc., to provide inventory and warehousing supervisory duties for an annual amount not to exceed \$102,000. Additional services from the prior contract include the addition of a warehouse location and supervision of an additional warehouse technician. The proposed contract term will be for one (1) year with options to extend for two (2) additional one (1) year terms. This cost is shared equally between the three (3) divisions.

Council Committee, Board/Commission Action:

Click or tap here to enter text.

Alternatives:

Hire additional FTEs

Recommendation:

Approve a personal services agreement with Toby Melcher with Techline, Inc. to provide warehouse inventory supervisory duties for an annual amount not to exceed \$102,000.