



City of Killeen

Legislation Text

File #: RS-22-169, Version: 1

Consider a memorandum/resolution authorizing a Letter of Agreement with Bio Chem Lab, Inc. for FY 2023 water and wastewater testing services in the amount of \$51,711.

DATE: November 29, 2022

TO: Kent Cagle, City Manager

FROM: Jeffery Reynolds, Executive Director of Public Works

SUBJECT: Authorize the execution of a Letter of Agreement with Bio Chem Lab, Inc. for Water and Wastewater Testing Services

BACKGROUND AND FINDINGS:

Annually, the Water and Sewer Division uses a three-quote process to select a certified testing lab for the estimated 3,000 water and wastewater samples that require testing throughout the year. Since these tests are mandated by the Texas Commission on Environmental Quality (TCEQ) for the preservation of public health or safety, the Local Government Code Section 252.022 exempts this purchase from the bidding process.

Bio Chem Lab, Inc.	\$51,711
Aqua-Tech Laboratories, Inc.	\$74,814.50
Ana Lab	\$172,305

This fiscal year Bio Chem Lab, Inc. of West, Texas submitted the lowest quote in the amount of \$51,711. The City has been very pleased with Bio Chem Lab's testing services over the past thirteen years. Funding for this testing service is allocated in the Fiscal Year 2023 Water and Sewer Budget. A Letter of Agreement (LOA) for Bio Chem Lab's testing services has been proposed.

THE ALTERNATIVES CONSIDERED:

- (1) Do not approve the letter of agreement with Bio Chem Lab, Inc. and select another vendor.
- (2) Approve the letter of agreement with Bio Chem Lab, Inc.

Which alternative is recommended? Why?

City staff recommends Alternative (2), approval of the proposed letter of agreement with Bio Chem Lab, Inc. This will allow the city to comply with TCEQ mandated testing requirements.

CONFORMITY TO CITY POLICY:

This document conforms with all applicable State and City purchasing policies.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

The total expenditure will not exceed \$51,711 in the current fiscal year.

Is this a one-time or recurring expenditure?

Recurring expenditure, however, quotes will be requested annually.

Is this expenditure budgeted?

Yes, funds are available in the Water & Sewer Fund in account 550-3420-438.47-99.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes

RECOMMENDATION:

City Council authorize the City Manager or designee to execute a Letter of Agreement with Bio Chem Lab, Inc. for Fiscal Year 2023 water and wastewater testing services in the amount of \$51,711.

DEPARTMENTAL CLEARANCES:

Public Works
Finance
Legal

ATTACHED SUPPORTING DOCUMENTS:

Letter of Agreement
Quotes
Certificate of Interested Parties