



18-1031

**TITLE:** Consider/Discuss/Act on a Resolution Awarding a Contract to On-Site Power Systems of Fort Worth, Texas for the Performance of Generator Maintenance Services

**COUNCIL GOAL:** Operational Excellence  
(2B: Balance available resources to accommodate the growth and maintenance needs of the city)

**MEETING DATE:** December 4, 2018

**DEPARTMENT:** Purchasing

**CONTACT:** David Brown, P.E., Public Works Director  
Kristina DeBurro, Buyer II

**RECOMMENDED CITY COUNCIL ACTION:**

- Approval of Resolution

**ITEM SUMMARY:**

- This Resolution authorizes award of a fixed price contract with On-Site Power Systems of Fort Worth, Texas for generator maintenance services.

**BACKGROUND INFORMATION:**

- The City issued Invitation to Bid 18-63FP Generator Maintenance on September 30, 2018.
  - Advertised in the McKinney Courier Gazette
  - Posted on McKinney TV
  - 112 matching eBid Supplier Notifications
- In response to all notices published, seven (7) bids were received on October 18, 2018.
- An evaluation team comprised of three City employees from the Facilities Maintenance department reviewed and ranked the bid based on the following criteria:
  - Price

- Reputation of bidders verified through references
  - Extent to which goods and services met the City's needs
  - Qualifications and experience of key personnel
- The evaluation team recommends awarding all generator maintenance services to On-Site Power Systems of Fort Worth, Texas.
- Contract will commence on date of award and continue for a two (2) year period with three (3) one (1) year renewal options.

**FINANCIAL SUMMARY:**

- Funding for these services is budgeted in account 001-4117-433-8516.

**BOARD OR COMMISSION RECOMMENDATION:**

- NA

**SUPPORTING MATERIALS:**

[Resolution](#)  
[18-63FP Evaluation Results and Bid Tab](#)