

# City Council Meeting

## Agenda Item

### Data Sheet

Meeting Date: July 3, 2023

**Topic:**

Approve an agreement with Shane Griffin Power & Electrical Services, LLC for electrical contractor services for Fiscal Year 2023, for a not-to-exceed amount of \$150,000 (RFP 2023-12), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the Fiscal Year 2022-2023 Budget.

**Background:**

The proposed agreement with Shane Griffin Power & Electrical Services, LLC is for the remainder of the fiscal year, beginning July 5 and expiring September 30, 2023, and has the option for three additional one-year renewals. Shane Griffin Power & Electrical Services, LLC was selected through the Request for Proposals process (RFP 2023-12). Four firms submitted sealed proposals, with Shane Griffin Power & Electrical Services, LLC being selected as offering the best value to the City based on the proposed scope of work. The selection and discussions were held in accordance with the City's adopted Procurement Policy and Manual and state procurement law.

Shane Griffin Power & Electrical Services, LLC is an electrical contractor located in Magnolia, Texas. The company provides licensed electrical work including repair, replacement, upgrade, new construction, and alteration of existing electrical services. The proposed services agreement with Shane Griffin Power & Electrical Services, LLC includes a scope of work to perform electrical contractor services for the City on an as-needed basis, a full breakdown of the anticipated work is reflected in the table below (individual projects totaling \$50,000 or greater will be brought to Council for approval prior to work being conducted).

Jerry Matheson Park Electrical Improvements	\$85,000.00
Utilities Electrical Services	\$15,000.00
Miscellaneous Repairs to Facilities	\$50,000.00
Total Anticipated Remaining Expenditures for FY 22-23	\$150,000.00

\*Items not completed as of 7/3/2023

This item authorizes an agreement with Shane Griffin Power & Electrical Services, LLC for electrical contractor services to provided to the City on an as-needed basis for the remainder of the fiscal year.

**Origination:** Public Works Department

**Recommendation:**

Staff recommends approving an agreement with Shane Griffin Power & Electrical Services, LLC for electrical contractor services.

**Party(ies) responsible for placing this item on agenda:** Meagan Mageo, Project Manager

**FUNDING (IF APPLICABLE)**

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: \_\_\_\_\_ No: \_\_\_\_\_ If yes, specify Account Number: #100-157-6206,  
#600-613-6207  
#600-614-6207  
#400-153-6409

If no, funds will be transferred from account # \_\_\_\_\_ To account # \_\_\_\_\_

Signed Meagan Mageo Approved by \_\_\_\_\_  
Staff Member Date City Manager Date