

City of Bethel Action Memorandum

Action memorandum No.	23-16		
Date action introduced:	7/11/2023	Introduced by:	Peter A. Williams, City Manager
Date action taken:	7/11/2023	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
Confirmed by:	K M		

Action Title: Direct Administration to negotiate and execute a one-year contract with the one company for the purchase of culverts, sleeves, and flares for the Streets and Roads Division.

Attachment(s): (1) Draft Purchase Agreement for City of Bethel to purchase culverts, sleeves, and flares from the one company that responded to the City's Request for Proposals.

Amount of fiscal impact	Source of Funding	Account information
	No fiscal impact at this time.	
\$95,000	FY 2004 Capital Improvement Plan- Approved Carryovers-Streets & Roads	100-66-6892

Summary Statement

The City of Bethel prepared and issued a Request for Proposals document to purchase culverts, sleeves, and flares for the Streets and Roads Division on June 12, 2023 with the proposal submission deadline of July 3, 2023. The City received one proposal from a qualified provider of culverts and associated products by the deadline.

The City requested the following culvert, sleeve, and flare descriptions and quantities for the \$95,000 available in the capital budget to complete this purchase.

Approximate % or # of Order	Description	Length
60%	36-inch diameter corrugated steel culvert	20 feet
One for every two 36-inch culverts in order	Sleeves used to connect two 36-inch corrugated steel culverts	2 feet
One flare for every two 36-inch culverts in order	Flares to fit 36-inch diameter corrugated steel culvert	Standard
40%	24-inch diameter corrugated steel culvert	20 feet
One for every two 20-inch culverts in order	Sleeves used to connect two 20-inch corrugated steel culverts	2 feet