



# Called City Council Meeting Information Packet

October 17, 2019

6 PM

200 E. Main Street

Hamilton, TX 76531

**NOTICE OF CALLED MEETING  
OF THE GOVERNING BODY OF THE  
CITY OF HAMILTON, TEXAS  
OCTOBER 17, 2019**

Notice is hereby given that a Regular Council Meeting of the Governing Body of the City of Hamilton, Texas will be held on the 17th day of October, 2019 at 6:00 p.m. in City Hall, 200 East Main, Hamilton, Texas, concerning the following matters.

**Item No. I:** Call Meeting to Order.

1. Opening Prayer
2. Pledge of Allegiance

**Item No. II:** Public Comments.

The City Council invites persons with comments on any agenda item to briefly address the Council for the limited purpose of determining whether the matter should be referred to staff for study and/or placed on a future agenda. State law prohibits the City Council from considering, discussing or taking any action on any item not listed on the posted agenda. This is a privilege granted by the City Council. Please keep your comments limited to three minutes or less.

**Item No. III:** Agenda Deliberations.

1. Consideration and/or Action Regarding the future vacancy of the City Administrator Position and discussion on appointing an Interim City Administrator.
2. Consideration and/or Action to Advertise and Receive Bids for Two Police Vehicles, Equipment and associated Financing.

**Item No. IV:** City Council will convene into Executive Session in accordance with the following provision of the Government Code, Section 551.074, Appointment of Interim City Administrator.

**Item No. V:** Reconvene into Open Session to consider and/or take action on Executive Session Agenda Deliberation.

**Item No. VI:** Future Agenda Items

**Item No. VII:** Adjourn Regular Meeting

The City of Hamilton reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

I, the undersigned authority, do hereby certify that the above notice of meeting of the Governing Body of the City of Hamilton, Texas is a true and correct copy of said notice posted at City Hall of said City of Hamilton, Texas a place convenient and readily accessible to the General Public at all times, and said notice was posted October 14, 2019 at or before 6:00 p.m. The City of Hamilton encourages all citizens to attend.

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Ryan W. Polster, City Secretary

City Hall is accessible to the disabled. Disabled individuals requiring a reasonable accommodation must submit a request 48 hours prior to the meeting to the City Administrator. Please call 254-386-8116.

Agenda Item # 1

For Council Action

October 17, 2019

To: Honorable Mayor and City Council  
From: Pete Kampfer, City Administrator

Subject: Consideration and/or Action Regarding the future vacancy of the City Administrator Position and discussion on appointing an Interim City Administrator.

Background: Mayor and City Council may discuss.

Agenda Item # 2

For Council Action  
October 17, 2019

To: Honorable Mayor and City Council  
From: Pete Kampfer, City Administrator

Subject: Consideration and/or Action of a Resolution to Advertise and Receive Bids for Two Police Vehicles, Equipment and Associated Financing

Background: Requesting to receive bids for two police vehicles during the month of October and brought back to Council in November. These trucks would be Financed from a lender yet to be determined. The loan would be paid in three annual payments, the first payment due one year after signing. The reason to purchase pickups rather than cars is to rotate these vehicles to Public Works after three years. We will maintain a three-year rotation plan in the Police Department in order to keep our public safety vehicles in good condition and reduce maintenance down time. During the last budget year, we have spent \$9625.00 for maintenance on the police fleet mostly on the older vehicles. The estimated cost per vehicle with police package and fully equipped will be 45,000 each. The last loan for police vehicles was approved in September of 2016 and has been paid in full.

Recommendation: City Council approval.

**INVITATION TO BID**  
**The City of Hamilton**

**INTENT:** It is the intent of this bid invitation to establish prices for (2) Two New Law Enforcement Police Package Short Bed Pickup Trucks; all in accordance with Bid Conditions, Specifications, and/or Special Provisions attached hereto.

**DUE DATE: Thursday, November 7, 2019 at 10:00 AM** at which time the bids will be reviewed and then made public at the regularly scheduled City Council Meeting on this date at the City Hall building located at 200 E. Main Street Hamilton, Texas.

**INSTRUCTIONS TO BIDDERS:**

Sealed bids must be received in the office of the City Secretary on or before the time and date specified. Bids received after the time and date specified, whether delivered or mailed, will not be considered.

In order to assure your bid is fairly considered, it must be submitted in a sealed envelope, clearly marked on the outside surface "**Police Vehicle Bid 2020.**" Bids marked otherwise may be opened prematurely.

**PLEASE MAIL OR HAND-DELIEVER YOUR BIDS TO:**

**CITY SECRETARY'S OFFICE**

**200 East Main Street**

**Hamilton, Texas 76531**

A Bid that is in the possession of the City Secretary may be withdrawn by the bidder in person (with proper identification) or by written request up to the time of the bid opening. Bids may not be withdrawn after the bid opening. Bids may be altered by telegram, letter or fax transmission bearing the signature or name of the person authorized for bidding, provided it is received prior to the time and date of the opening. Any alteration should not reveal the bid price but should indicate the addition, subtraction, or other change in the bid.

Shipment is F.O.B. Destination (unless otherwise specified). Please including any shipping or delivery cost in your bid price.

The City of Hamilton is a political subdivision of the State of Texas and, as such, is exempt from usual sales taxes.

The Hamilton City Council reserves the right to reject any and all bids, to accept bids in whole or part, to waive any informality in the bids received, to accept bids separately or combine bids as it shall deem to be in the best interest of the City of Hamilton.

Bids are solicited for furnishing merchandise, supplies, services, and/or equipment and imply no obligation on the part of the City of Hamilton.

The failure of any contractor or supplier to comply with the terms of this bid will subject any Contract or Purchase Order to revocation.

Questions concerning the bid process, acceptance, and approval of bids should be directed to:

**Ryan Polster**  
**City Secretary**  
**200 East Main Street**  
**Hamilton, Texas 76531**  
**(254)386-8116**

**METHOD OF PRICING:**

Use the unit method of pricing; i.e. quote price per vehicle

**METHODS AND TIMING OF PAYMENT**

Payment will be made in full by the City of Hamilton upon delivery and acceptance of equipment.

## **SPECIFICATIONS:**

Unless otherwise specified, all units shall be furnished complete with standard equipment and factory-installed accessories as listed in the manufacturer's printed literature. The following items are minimum requirements and shall be provided whether shown as optional or standard equipment by the manufacturer.

**VEHICLE COLOR SCHEME (Pickup's): Exterior Color – Black; Interior Color- Grey or Charcoal.**

## **REQUIREMENTS FOR (2) Two Pickup's**

- **Two (2) New (2020); FULL SIZE, POLICE PACKAGE, 4X2, FOUR DOOR CREW CAB SHORTBED PICKUP TRUCKS**

### **POLICE PACKAGE**

- Full size
- Four door, Crew cab, Short bed
- 4x2
- V8, gasoline engine (5.0 liter minimum)
- 6 speed automatic, electronically controlled transmission
- Limited slip differential
- Power windows & door locks
- Premium **AM/FM** stereo with single CD player
- Bluetooth for phone, personal cell phone connectivity to vehicle
- Heavy duty dual batteries and alternator
- Engine Compartment and cargo light
- Heavy duty police package suspension
- Front seats - cloth 40/20/40 split with removable middle section to accommodate equipment console.
- Rear seats - Vinyl bench
- Full instruments and gauges



- Exterior mirrors W/ remote controls
- Tilt Steering wheel
- Cruise control
- Heavy duty vinyl floor covering W/ Floor Mats
- Full size spare tire
- Trailer tow package
- Privacy glass - rear doors and back glass
- Side step bars-rails
- Drivers side LED spotlight
- Keyless entry with remote FOB (No key pad)
- Engine & transmission skid plate package
- Spray in bed liner

#### **WARRANTY**

Vehicles shall include the manufacturer's standard warranty which will at the time the vehicle is placed in service - not at the time of delivery.

#### **WARRANTY COVERAGE MUST BE STATED IN BID.**

#### **EXTENDED WARRANTY**

The cost of any extended warranty will be evaluated by the City of Hamilton for cost effectiveness. If accepted, the extended cost will be added to the vehicle bid price, and the total vehicle and extended warranty bid will be used to determine the total bid price.

#### **SPECIAL INSTRUCTIONS**

- Delivery will be made to Hamilton, Texas
- Delivery will be made within **90 DAYS** after awarding the contract
- It is the intention of the City of Hamilton to acquire (2) two vehicles through this bid. The City of Hamilton reserves the right, however, to order more or less as required.

**BID RESPONSE FORM**

**(2) TWO NEW LAW ENFORCEMENT VEHICLES**

**(This form must be returned with your bid.)**

BID AMOUNT – Pickup Trucks: \$ \_\_\_\_\_ ea. X2 = \$ \_\_\_\_\_

**TOTAL BID:** \$ \_\_\_\_\_

Manufacturer's Included Warranty: (months/miles) \_\_\_\_\_

**EXTENDED WARRANTY – PICKUP'S** \$ \_\_\_\_\_ ea.

**TOTAL:** \$ \_\_\_\_\_

Extended Warranty: (months/miles) \_\_\_\_\_

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VENDOR: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Address: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_