

Memorandum

REPORT TO: City Commission

FROM: Brian Heaston, Engineer III

SUBJECT: Authorize the City Manager to Sign a Notice of Award to The Third Element, Inc., in the Amount of \$539,473.00 for the WRF Motor Control Center Installation Contract as well as Contract Documents Once Received

MEETING DATE: August 12, 2025

AGENDA ITEM TYPE: Agreement - Vendor/Contract

RECOMMENDATION: Authorize the City Manager to Sign a Notice of Award to The Third Element, Inc., in the Amount of \$539,473.00 for the WRF Motor Control Center Installation Contract as well as Contract Documents Once Received.

STRATEGIC PLAN: 2.2 Infrastructure Investments: Strategically invest in infrastructure as a mechanism to encourage economic development.

BACKGROUND: The water reclamation facility (WRF) motor control center (MCC) installation contract provides for the replacement of three MCCs at the WRF that were separately purchased by the City under an [existing equipment contract previously authorized by the City Commission](#). Follow the prior hyperlink for additional background information about the equipment contract. The City will assign the equipment contract to The Third Element such that it be made an integral component of the installation contract. The Third Element will assume the City's role and responsibilities as Purchaser under the equipment contract upon its assignment and integration into the installation contract.

Public bids for the installation contract were opened on July 24, 2025. Two bids were received with the apparent low bid price provided by The Third Element. Third Element's bid was reviewed by the project engineer, AE2S, and found to conform with the bidding requirements. AE2S's award recommendation letter is attached to this memo along with the certified bid tabulation and notice of award form.

UNRESOLVED ISSUES: None.

ALTERNATIVES: As suggested by the City Commission.

FISCAL EFFECTS: The installation contract award amount of \$539,473.00 includes the outstanding value of the equipment procurement contract at the time bids were opened. The outstanding amount was \$475,489, therefore placing the

bid price for installation of the equipment itself at \$69,384. Funding is provided by wastewater fund CIP project WW121 – WRF MCC Replacement. Budget authority available in FY26 for WW121 totals \$632,000. Sufficient funding is available to award the installation contract. The remaining portion of the available budget, \$92,527, is obligated to AE2S for construction administration purposes and construction contingency.

Attachments:

[00 51 01 - Notice of Award.pdf](#)

[Certified Bid Tab - WRF MCC Installation.pdf](#)

[Engineer's Recommendation of Award.pdf](#)

Report compiled on: July 28, 2025