

## AGENDA



Thursday, May 15, 2008

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 11

**Subject:** Authorize award and execution of a 36-month requirements supply contract with COVERT FORD INC., Austin, TX, for captive repair parts for Ford light duty vehicles in an estimated amount not to exceed \$1,260,000, with three 12-month extension options in estimated amounts not to exceed \$463,050 for the first extension option, \$486,203 for the second extension option, and \$510,513 for the third extension option, for a total estimated contract amount not to exceed \$2,719,766.

**Amount and Source of Funding:** Funding in the amount of \$175,000 is available in the Fiscal Year 2007-2008 Operating Budget of the Financial and Administrative Services Department, Fleet Fund. Funding for the remaining 31 months of the original contract period and extension options is contingent upon available funding in future budgets.

**Fiscal Note:** There is no unanticipated fiscal impact. A fiscal note is not required.

**For More Information:** Steve Cocke, Buyer II/512-974-2003

**Purchasing Language:** Lowest bid of two bids received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9D of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). No subcontracting opportunities were identified; therefore, no goals were established for this solicitation.

This contract will provide for the supply of captive repair parts for City-owned Ford light duty vehicles. The contractor will provide original manufactured repair parts for Ford light duty vehicles on an as needed basis. The captive repair parts will be used for the daily operations of general routine repair and maintenance services for Ford light duty vehicles performed by City mechanics in 9 automotive Fleet Service Centers including the rental pool. The City currently has 931 Ford manufactured vehicles in the Fleet inventory. This contract is necessary to support the automotive and equipment fleet service centers with a reliable and continuous source of supply to purchase these parts.

MBE/WBE solicited: 0/0

MBE/WBE bid: 0/0

**PRICE ANALYSIS**

- a. Adequate competition.
- b. Twenty-six notices were sent. There are no known MBE/WBEs available for this commodity. Two bids were received.
- c. The pricing offered reflects a 4% decrease from the last contract award in June 2004.

**APPROVAL JUSTIFICATION**

- a. Lowest bid received.
- b. The Purchasing Office concurs with Financial and Administrative Services Department, Fleet Services Division's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.