

## AGENDA



Thursday, October 28, 2010

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION****Item No. 38**

**Subject:** Authorize award and execution of a 36-month requirements service contract with GRATEFUL THREADS, Austin, TX or one of the other qualified bidders of the IFB-BV No. CEA0008, to provide upholstery repair services for vehicles and equipment in an estimated amount not to exceed \$258,440, with three 12-month extension options in estimated amounts not to exceed \$122,688 for the first extension option, \$147,226 for the second extension option, and \$176,671 for the third extension option, for a total estimated contract amount not to exceed \$705,025.

**Amount and Source of Funding:** Funding in the amount of \$65,083 is available in the Fiscal Year 2010-2011 Operating Budget of the Financial and Administrative Services Department, Fleet Fund. Funding for the remaining 25 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:** Colleen Athey, Buyer I, 972-4012

**Purchasing Language:** Best evaluated bid meeting specifications of four bids received.

**MBE/WBE:** This contract will be awarded in compliance with Chapter 2-9C 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 upholstery repair services for City vehicles and equipment. The contractor will provide repair services, with associated parts and materials, to supplement the City's vehicle service operations. This contract is necessary to provide the Fleet Service Centers with a reliable and continuous source of upholstery repair services.

In order to determine the best value to the City, evaluation criteria included an hourly labor rate for upholstery repair, a round-trip pick up and delivery fee, a replacement services charge for seat covers, back rests, and automotive cushions, a rebuild or replacement fee for various types of seats and backrests, and the Vendor's proximity to the State Capitol.

This request allows for the execution of a contract with a bidder, who provides the best value to the City, that Council selects. If this bidder does not execute a contract with the City, staff will return to Council so that Council may select another best value bidder and authorize a contract with this bidder.

MBE/WBE solicited: 8/0

MBE/WBE bid: 0/0

**PRICE ANALYSIS**

- a. Adequate competition.
- b. Sixty-one notices were sent, including eight MBEs. There are no known WBEs available for these services. Four bids were received, with no response from the MBEs.
- c. This is the first contract for these services; therefore, there is no pricing history available.

APPROVAL JUSTIFICATION

- a. Best evaluated bid meeting specifications of four bids received.
- b. The Purchasing Office concurs with the Fleet Services Division's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.