

## AGENDA



Thursday, January 13, 2011

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**
**Item No. 28**

**Subject:** Authorize award and execution of a 36-month requirements service contract with NICHOLAS OWEN dba TEXAS HITCH & TRUCK CENTER, Austin, TX to provide parts and repair services for custom hitches, trailers, and accessories in an estimated amount not to exceed \$273,000, with three 12-month extension options in estimated amounts not to exceed \$129,600 for the first extension option, \$155,520 for the second extension option, and \$186,624 for the third extension option, for a total estimated contract amount not to exceed \$744,744.

**Amount and Source of Funding:** Funding in the amount of \$56,250 is available in the Fiscal Year 2010-2011 Operating Budget of the Financial and Administrative Services Department, Fleet Fund. Funding for the remaining 27 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 II, 972-4012

**Purchasing Language:** Lowest bid meeting specifications of three 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 custom hitches, parts, and repair services for City vehicles, including parts and accessories for City-owned trailers.

This contract is intended to be used to supplement the repairs of hitches and trailers performed by the City's mechanics in the Fleet Service Centers. This contract is necessary to support the automotive and equipment fleet service centers with a reliable and continuous repair source for parts and service.

MBE/WBE solicited: 2/2                      MBE/WBE bid: 0/0

**PRICE ANALYSIS**

- a. Adequate competition.
- b. One hundred and forty-five notices were sent, including two MBEs and two WBEs. Three bids were received, with no response from the MBEs/WBEs.
- c. This is the first contract for these parts and services; therefore, there is no pricing history available.

**APPROVAL JUSTIFICATION**

- a. Lowest bid meeting specifications of three 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.