

## AGENDA



Thursday, February 17, 2011

**Purchasing Office  
RECOMMENDATION FOR COUNCIL ACTION**

Item No. 39

**Subject:** Authorize award and execution of a 36-month requirements service contract with ACUIITY SPECIALTY PRODUCTS, INC. dba ZEP SALES AND SERVICE, Desoto, TX, or the other qualified bidder for IFB-BV No. SAP0115 to provide preventative maintenance and repair services for parts washing machines in an estimated amount not to exceed \$145,600, with three 12-month extension options in estimated amounts not to exceed \$69,120 for the first extension option, \$82,944 for the second extension option, and \$99,533 for the third extension option, for a total estimated contract amount not to exceed \$397,197.

**Amount and Source of Funding:** Funding in the amount of \$26,667 is available in the Fiscal Year 2010-2011 Operating Budget of the Financial and Administrative Services Department, Fleet Fund. Funding for the remaining 28 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:** Sharon Patterson, Senior Buyer, 972-4014

**Purchasing Language:** Best-value bid meeting specifications of two 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 establish a reliable source for preventative maintenance and repair services for parts washing machines used at each of the City's Fleet service centers. Additionally, this Contract will include training for service center technicians on the proper care and operation of the machines. Preventative maintenance of the parts washing machines will be performed on a monthly basis and the repair services will be on an as-needed basis.

In order to determine the best value to the City, evaluation criteria included a monthly preventative maintenance fee, hourly labor rate for repair services, a flat fee for training, and prices for replacement parts and materials.

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: 6/1

MBE/WBE bid: 0/0

**PRICE ANALYSIS**

- a. Adequate competition.
- b. One-hundred and thirty-three notices were sent, including six MBEs and one WBE. Two bids were received, with no response from the MBE/WBEs.
- 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 two 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.