



## MEMORANDUM

**TO:** Mayor and Council

**FROM:** Fleet Services Department, Jennifer Walls, Interim Fleet Officer

**DATE:** April 19, 2017

**SUBJECT:** Clarification Memo for Item #20 – Cooperative Purchases for Vehicles and Equipment

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The April 20<sup>th</sup> City Council agenda includes an item for the Mayor and Council's consideration to authorize negotiation and execution of 27 contracts for six-month terms with various vendors through the Houston-Galveston Area Council, the National Joint Powers Alliance, the Texas Multiple Award Schedule, and the Local Government Purchasing Cooperative, administered by Texas Association of School Boards (BuyBoard) cooperative purchasing programs, to provide vehicles and equipment, for total contract amounts not to exceed \$16,240,000, divided among the contractors.

In the Amount and Source of Funding section, it states the following, "Funding in the amount of \$1,150,462 is available in the Fiscal Year 2016-2017 Operating Budgets of various City departments. Funding in the amount of \$15,089,538 is available in the Fiscal Year 2016-2017 Capital Budgets of various City departments."

Fleet Services would like to clarify to Mayor and Council that staff intend to amend this item through Changes and Corrections, to remove 12 vehicles, as these vehicles are not covered under the Capital and Operating funding sources approved in the 2016-2017 Budget. These 12 vehicles will utilize another funding source and will be brought before Council for approval at a later date. As a result, the total not to exceed amount for this item is reduced by \$240,000, from \$16,240,000 to \$16,000,000. This reduction is in the Operating Budget, which will be reduced from \$1,150,462 to \$910,462.

xc: Elaine Hart, Interim City Manager  
Jannette Goodall, City Clerk  
Anne Morgan, City Attorney  
James Scarboro, Purchasing Officer