



**Purchasing Contract
CITY OF AUSTIN
RECOMMENDATION FOR COUNCIL ACTION**

AGENDA ITEM NO.: 21
AGENDA DATE: Thu 01/29/2004
PAGE: 1 of 3

SUBJECT: Approve execution of contracts through the Houston-Galveston Area Council of Governments (H-GAC) with their contract vendors PHILPOTT MOTORS, INC., Port Neches, TX for the purchase of 67 light duty vehicles in an amount not to exceed \$1,791,670.50 and LAWRENCE MARSHALL CHEVROLET, Hempstead, TX for the purchase of nine light duty vehicles in an amount not to exceed \$131,118.03.

AMOUNT & SOURCE OF FUNDING: Funding in the amount of \$356,724.93 is available in the Fiscal Year 2003-2004 Approved Vehicle Acquisition Fund. Funding in the amount of \$105,326.57 is available in the Fiscal Year 2003-2004 Approved Police Seized Fund. Funding in the amount of \$134,405.71 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Austin Police Department. Funding in the amount of \$110,783.45 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Aviation Department. Funding in the amount of \$332,440.66 is available in the Fiscal Year 2003-2004 Approved Operating Budget of Public Works. Funding in the amount of \$19,252.55 is available in the Fiscal Year 2003-2004 Approved Operating Budget of the Transportation, Planning & Sustainability Department. Funding in the amount of \$495,722.94 is available in the Fiscal Year 2003-2004 Approved Capital Budget of Austin Energy. Funding in the amount of \$81,842.40 is available in the Fiscal Year 2003-2004 Approved Capital Budget of the Solid Waste Services Department. Funding in the amount of \$180,377.86 is available in the Fiscal Year 2003-2004 Approved Capital Budget of the Watershed Protection & Development Review Department. Funding in the amount of \$105,911.46 is available in the Fiscal Year 2003-2004 Approved Capital Budget of the Austin Water Utility.

FISCAL NOTE: A fiscal note is attached.

REQUESTING Purchasing
DEPARTMENT: for Aviation; Police;
Solid Waste Services;
Austin Energy; Public
Works; Transportation,
Planning and
Sustainability; Watershed
Protection and
Development Review;

**DIRECTOR'S
AUTHORIZATION:** Vickie Schubert

FOR MORE INFORMATION CONTACT: Rick Fudge, Supervising Sr. Buyer/974-2033

PRIOR COUNCIL ACTION: July 27, 1995, Resolution Approving the Interlocal Agreement

BOARD AND COMMISSION ACTION: N/A

PURCHASING: N/A

MBE / WBE: N/A

In an effort to defer some of last fiscal year's vehicle purchases and allow time to modify the vehicle acquisition process, 51 budgeted light duty vehicles were not purchased. Changes in the acquisition process involve the Fleet Officer, affected Department Director and Assistant City Manager (ACM)

RCA Serial#: 3843 Date: 01/29/04 Original: Yes

Published: Fri 12/05/2003

Disposition: Approved

Adjusted version published:



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PAGE: 2 of 3**

review. ACM approval is required for all additional units prior to any requests being made to the Purchasing Office. Departments review the list of vehicles determined eligible for replacement by Fleet Services based on mileage and maintenance cost. From that list, priority uses are determined within the departments and the departments' proposed vehicles are reviewed by the Fleet Service Center Manager to ensure the specified vehicle is appropriate for the use.

This RCA requests approval of two contracts through H-GAC for the purchase of 25 new, and 51 replacement light duty vehicles. The vehicles will be distributed between Austin Energy (AE), Austin Fire Department (AFD), Austin Police Department (APD), Aviation Department, Emergency Medical Services Department (EMS), Parks and Recreation Department (PARC), Public Works (PW), Solid Waste Services Department (SWS), Transportation, Planning & Sustainability Department (TPSD), Watershed Protection & Development Review Department (WPDRD), and Austin Water Utility (AWU).

Included in this purchase are the following vehicles:

- 3 Toyota Prius hybrid sedans electric/gasoline (AFD, TPSD)
- 2 V-6 gasoline, Ford Taurus 4-door sedans (APD)
- 1 V-6 gasoline, Ford Explorers, 4x2 (WPDRD)
- 6 V-8 gasoline, Ford Expeditions, 4x2 (APD)
- 16 V-8 bi-fuel, gasoline/liquid propane, Ford F-150 pickups (PW, SWS, WPDRD)
- 1 V-8 bi-fuel, gasoline/liquid propane, Ford F-150 extended cab pickups (WPDRD)
- 2 V-8 diesel, Ford F-250 ¾ ton 4x2 crew cab (PARC, AVIATION)
- 10 V-8 diesel, Ford F-250 ¾ ton 4x4 extended cab (AE)
- 2 V-8 diesel, Ford F-250 ¾ ton 4x4 crew cab (AVIATION)
- 2 V-8 diesel, Ford F-250 ¾ ton 4x2 with service body (APD, AVIATION)
- 2 V-8 diesel, Ford F-350 truck cab and chassis with mounted commander units (EMS)
- 1 V-8 diesel, Ford F-350 truck cab and chassis with special mounted body (AWU)
- 12 V-8 diesel, Ford F-450 truck cab and chassis with special mounted bodies (PW, AE, WPDRD)
- 4 V-8 gasoline, Ford E-350 cargo van (AE, AWU)
- 2 V-8 gasoline, Ford E-350 15-passenger vans (APD)
- 1 V-8 gasoline, Ford Crown Victoria with canine unit (APD)
- 9 V-6 gasoline, Chevrolet Impala 4-door sedans (APD)

Of the 51 replacement vehicles, all have met the Fleet Officer's eligibility criteria for replacement. The Fleet Service Center Managers have inspected each vehicle to be replaced and determined that the mileage of the vehicles proposed for replacement cannot be increased without risking a significant increase in repair costs and loss of productivity due to down time. The 25 additional vehicle requests were also sent to Fleet Services and forwarded to the appropriate ACM for approval.

Orders for these vehicles need to be placed at the earliest opportunity in order to prevent delay in delivery of the 2004-year models and insure competitive prices. We have been advised by Ford Motor Company that total production could be reduced this year since other government agency orders to date have decreased. Also, Ford has stated that the F150 bi-fuel pickups will not be available for purchase beyond February 28, 2004. This information makes it critical for the City to place its vehicle orders prior to production cut-offs. If the City misses this year's production cycle, the replacement of some of these



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PAGE: 3 of 3

vehicles will have to be postponed again for another year.

Lawrence Marshall Chevrolet will supply the nine Chevrolet Impala sedans; the remainder of the vehicles are manufactured by Ford and will be supplied by Philpott Motors, Inc. Both vendors are under contract with H-GAC to supply vehicles statewide as a result of a competitive bidding process. Utilizing the H-GAC contracts provides for volume discount pricing as well as the earliest opportunity to get the City's vehicles in the manufacturer's order banks.

CIP FISCAL NOTE

DATE OF COUNCIL CONSIDERATION:
WHERE ON AGENDA:
DEPARTMENT:

1/29/2004
Resolution
Austin Water Utility

DESCRIPTION:

Approve execution of contracts through the Houston-Galveston Area Council of Governments (H-GAC) with their contract vendors PHILPOTT MOTORS, INC., Port Neches, Texas for the purchase of 67 light duty vehicles in an amount not to exceed \$1,791,870.50 and LAWRENCE MARSHALL CHEVROLET, Hempstead, Texas for the purchase of nine light duty vehicles in an amount not to exceed \$131,118.03.

FINANCIAL INFORMATION:

Parent Project Name:	Capital Equipment
Project Authorization:	2003-04 Approve Capital Budget
Funding Source:	Contractual Obligation
Number:	4180 237 1023

Current Appropriation	\$ 6,587,745.00
Unencumbered Balance	261,918.37 *
Amount of This Action	<u>(71,086.30)</u>
Remaining Balance	<u>\$ 190,832.07</u>
Current Available Balance	\$ 261,918.37
Less Outstanding Commitments	<u>-</u>
Estimated Unencumbered Balance	<u>\$ 261,918.37 *</u>

Utility Finance: _____


David Anders, Utilities Finance Manager

Date: 1/20/04

REF. # 4180 227 8004

VEHICLE PURCHASES BY DEPARTMENT/FUND					
Fund Type/Department	Type of Vehicle	Number of Vehicles	Number of Additions	Number of Replacements	Amount
VEHICLE ACQUISITION FUND					
Austin Fire Dept.	Toyota, Prius	2	0	2	\$ 38,585.00
Austin Police Dept.	Ford, Expedition, 4-door, 4x2	6	0	6	\$ 144,571.02
Emergency Medical Services Dept.	Ford, F-350 w/ Mounted Commander Body	2	0	2	\$ 118,426.62
Parks & Recreation Dept.	Ford, F-250, 4-door Pickup, Diesel	1	0	1	\$ 25,222.20
Funding Source	5330, 787, 3999				
Subtotal - Vehicle Acquisition Fund		11	0	11	\$ 356,724.93
POLICE SEIZED FUNDS					
Austin Police Dept.	Chevrolet, Impala, 4-door Sedan	3	3	0	\$ 43,706.01
Austin Police Dept.	Patrol Sedan w/canine unit	1	1	0	\$ 22,394.32
Austin Police Dept.	15 passenger Van E350XL	2	2	0	\$ 30,235.24
Funding Source	7870, 872, 3415				
Subtotal - Police Seized Funds		6	6	0	\$ 105,325.57

Fund Type/Department	Type of Vehicle	Number of Vehicles	Number of Additions	Number of Replacements	Amount
DEPARTMENTAL - OPERATING					
Austin Police Dept. Funding Source	Chevrolet Impala, 4-door Sedan 1000, 870, 7932	6	6	0	\$ 87,412.82
Austin Police Dept. Funding Source	Ford, Taurus 1000, 870, 7921	2	2	0	\$ 26,997.24
Austin Police Dept. Funding Source	Ford F250 w/ Mounted Service Body 1000, 870, 7973	1	1	0	\$ 19,906.45
dept. subtotal		9	9	0	\$ 134,409.71
Aviation Funding Source	Ford, F-250, 4-door Pickup, Diesel 5070, 610, 6209	1	1	0	\$ 24,293.89
Aviation	Ford, F-250 4-door Pickup, Diesel, 4x4	2	0	2	\$ 59,859.54
Aviation Funding Source	Ford F-250 w/ Mounted Service Body 5070, 610, 6303	1	0	1	\$ 26,630.02
dept. subtotal		4	1	3	\$ 110,783.45
Public Works, Street & Bridge Funding Source	Ford Super Duty F-150 GVWR 7700 Std Cab BI Fuel 5120, 620, 5000	10	0	10	\$ 211,201.70
Public Works, Street & Bridge Funding Source	Ford Super Duty F-150 GVWR 7700 BI Fuel 5120, 620, 6070	1	1	0	\$ 21,120.17
Public Works, Street & Bridge Funding Source	Ford, F-450 w/ Mounted Platform Body 5120, 620, 7050	3	0	3	\$ 100,118.79

	dept. subtotal	14	1	13	\$ 322,446.68
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Fund Type/Department	Type of Vehicle	Number of Vehicles	Number of Additional	Number of Replacements	Amount
DEPARTMENTAL - OPERATING CONTINUED					
Transportation, Planning & Sustain	Toyota, Prius	1	0	1	\$ 19,252.55
Funding Source	1000, 250, 6400				
dept. subtotal		1	0	1	\$ 19,252.55
Subtotal - Operating		28	11	17	\$ 596,882.37
DEPARTMENTAL - CAPITAL					
Austin Energy	Ford, F-450, w/ Mounted Service Body, 4x4	1	0	1	\$ 11,665.70
Funding Source	3250, 117, 5203				
Austin Energy	Ford F 250 Extended Cab, 4x4	2	0	2	\$ 45,774.82
Austin Energy	Ford F 250 Extended Cab, 4x4	6	0	6	\$ 137,324.46
Austin Energy	Ford, E-350 Cargo Van	1	1	0	\$ 16,854.64
Funding Source	3250, 117, 5202				
Austin Energy	Ford, F-450 Cab/Chassis with Service Body, 4x4	5	0	5	\$ 200,328.50
Funding Source	Four from 3250, 117, 5201				
Austin Energy	Ford F 250 Extended Cab, 4x4	2	0	2	\$ 45,774.82
Funding Source	3250, 117, 5204				
dept. subtotal		17	1	16	\$ 493,722.94

Fund Type/Department	Type of Vehicle	Number of Vehicles	Number of Additional	Number of Replacements	Amount
DEPARTMENTAL CAPITAL CONTINUED					
Solid Waste Services	Ford, F-150, BI-fuel Pickup	4	0	4	\$ 81,842.40
Funding Source	4800, 4827, 4897				
dept. subtotal		4	0	4	\$ 81,842.40
Watershed Protection & Devel. Review	Ford, F-150, BI-fuel Pickup	1	1	0	\$ 20,776.06
Watershed Protection & Devel. Review	Ford, Explorer, 4-door, 4x2	1	0	1	\$ 20,444.75
Watershed Protection & Devel. Review	Ford, F-150, BI-fuel Extended Cab Pickup	1	0	1	\$ 22,826.74
Watershed Protection & Devel. Review	Ford, F-450 Cab/Chassis with Service Body	1	1	0	\$ 42,291.51
Watershed Protection & Devel. Review	Ford, F-450 Cab/Chassis with Platform Body	2	1	1	\$ 74,338.40
Funding Source	4850, 6127, 7003				
dept. subtotal		4	3	3	\$ 160,377.84
Austin Water Utility	Service body truck w/wave operator F350	1	1	0	\$ 53,573.72
Funding Source	4180-227-8004				
Austin Water Utility	Cargo van E-350	1	1	0	\$ 17,412.58
Funding Source	4180-227-8004				
Austin Water Utility	Cargo van E-350	2	2	0	\$ 34,825.16
Funding Source	4680-237-8004				
dept. subtotal		4	4	0	\$ 105,911.46
Subtotal - Capital		31	8	22	\$ 843,894.66
TOTAL		76	29	51	\$ 1,622,786.39

CIP FISCAL NOTE

DATE OF COUNCIL CONSIDERATION:
WHERE ON AGENDA:
DEPARTMENT:

1/29/2004
Resolution
Austin Water Utility

DESCRIPTION:

Approve execution of contracts through the Houston-Galveston Area Council of Governments (H-GAC) with their contract vendors PHILPOTT MOTORS, INC., Port Neches, Texas for the purchase of 67 light duty vehicles in an amount not to exceed \$1,791,670.50 and LAWRENCE MARSHALL CHEVROLET, Hempstead, Texas for the purchase of nine light duty vehicles in an amount not to exceed \$131,118.03.

FINANCIAL INFORMATION:

Parent Project Name:	Capital Equipment
Project Authorization:	2003-04 Approved Capital Budget
Funding Source:	Contractual Obligations
Number:	4680 237 8001

Current Appropriation	\$ 10,154,864.00
Unencumbered Balance	174,616.52 *
Amount of This Action	<u>(34,825.16)</u>
Remaining Balance	<u><u>\$ 139,791.36</u></u>
 Current Available Balance	 \$ 229,377.70
Less Outstanding Commitments	<u>(54,761.18)</u>
Estimated Unencumbered Balance	<u><u>\$ 174,616.52</u></u> *

Utility Finance: _____


David Anders, Utilities Finance Manager

Date: _____

1/30/04

REF. # 4680 237 8004

CIP BUDGET FISCAL NOTE

DATE OF COUNCIL CONSIDERATION:

WHERE ON AGENDA:

DEPARTMENT: Watershed Protection & Development Review

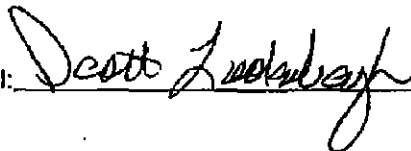
Description: Approve execution of contracts through the Houston-Galveston Area Council of Governments (H-GAC) with their contract vendors PHILPOTT MOTORS, INC., Port Neches, Texas for the purchase of 67 light duty vehicles in an amount not to exceed \$1,791,670.50 and LAWRENCE MARSHALL CHEVROLET, Hempstead, Texas for the purchase of nine light duty vehicles in an amount not to exceed \$131,118.03.

FINANCIAL INFORMATION:

Project Name:	Maintenance Equipment
Project Authorization:	2003-2004 Amended Capital Budget
Funding Source:	Drainage Utility Funding
Fund/Agency/Orgn:	4850-617-7003

Total Current Appropriation	\$7,133,000.00
Unencumbered Balance	\$798,369.60
Amount of this Action	<u>(\$180,377.86)</u>
Remaining Balance	<u>\$617,991.74</u>

Financial Approval:



Date:

4/16/04

CIP BUDGET Fiscal Note

DATE OF COUNCIL CONSIDERATION:

1/29/2004

WHERE ON AGENDA:

Resolution

DEPARTMENT:

Electric Utility Department

SUBJECT: Approve execution of contracts through the Houston-Galveston Area Council of Governments (H-GAC) with their contract vendors PHILPOTT MOTORS, INC., Port Neches, Texas for the purchase of 67 light duty vehicles in an amount not to exceed \$1,791,670.50 and LAWRENCE MARSHALL CHEVROLET, Hempstead, Texas for the purchase of nine light duty vehicles in an amount not to exceed \$131,118.03.

FINANCIAL INFORMATION:

Parent Project Name: **Distribution**
Project Authorization: 2003-2004 Approved Capital Budget

Current Appropriation	\$ 187,219,444.00	
Unencumbered Balance		\$ 31,892,060.88
Amount of This Action		<u>(454,057.24)</u>
Remaining Balance		<u><u>\$ 31,438,003.64</u></u>

Use of Remaining Balance:

Remaining funds will be used for design, construction, equipment, and material acquisition to complete the project.

Use of Any Remaining Funds After Completion of Project:

No remaining funds anticipated at this time.

Director, Planning and BudgetSignature: Date: 1/14/03

**CIP
FISCAL NOTE**

DATE OF COUNCIL CONSIDERATION:

2/12/2004

WHERE ON AGENDA:

Resolution

DEPARTMENT:

Solid Waste Services

DESCRIPTION: Authorize execution of eight contract through the Houston-Galveston Council of Governments (H-GAC) with its contact vendor Philpott Motors, Inc. Port Neches, Texas for the purchase of 4 light duty trucks in an amount not to exceed \$81,844.28 for the Solid Waste Services Department

FINANCIAL INFORMATION:

Parent Project Name:	Capital Equipment Additions
Project Authorization:	2003-04 Approved Capital Budget
Funding Source:	Current Revenue

Number: 4800-497-0557

Current Appropriation	\$ 1,155,323.00
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Unencumbered Balance	\$ 95,376.75
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Amount of This Action	\$ (81,842.40)
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Remaining Balance	<u>\$ 13,534.35</u>
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Ref. #: 4800-497-0557

Department Signature: _____

Lee Cooper

Date: _____

1-16-04

CIP BUDGET
Fiscal Note

DATE OF COUNCIL CONSIDERATION:

1/29/2004

WHERE ON AGENDA:

Resolution

DEPARTMENT:

Electric Utility Department

SUBJECT: Approve execution of contracts through the Houston-Galveston Area Council of Governments (H-GAC) with their contract vendors PHILPOTT MOTORS, INC., Port Neches, Texas for the purchase of 67 light duty vehicles in an amount not to exceed \$1,791,670.50 and LAWRENCE MARSHALL CHEVROLET, Hempstead, Texas for the purchase of nine light duty vehicles in an amount not to exceed \$131,118.03.

FINANCIAL INFORMATION:

Parent Project Name: **Transmission**
Project Authorization: 2003-2004 Approved Capital Budget

Current Appropriation	\$ 127,425,734.00	
Unencumbered Balance		\$ 23,056,195.95
Amount of This Action		<u>(41,665.70)</u>
Remaining Balance		<u>\$ 23,014,530.25</u>

Use of Remaining Balance:

Remaining funds will be used for design, construction, equipment, and material acquisition to complete the project.

Use of Any Remaining Funds After Completion of Project:

No remaining funds anticipated at this time.

Director, Planning and Budget

Signature: Date: 1/14/03