



**Purchasing Service Agreement  
CITY OF AUSTIN  
RECOMMENDATION FOR COUNCIL ACTION**

**AGENDA ITEM NO.: 43  
AGENDA DATE: Thu 07/28/2005  
PAGE: 1 of 2**

**SUBJECT:** Authorize execution of a 12-month service agreement with LONGHORN MOBILE GLASS SERVICE, Austin, TX, for automotive glass repair and replacement services in an amount not to exceed \$125,000, with three 12-month extension options in an amount not to exceed \$125,000 per extension option, for a total agreement amount not to exceed \$500,000.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$20,883 is available in the Fiscal Year 2004-2005 Approved Operating Budget of the Financial and Administrative Services Department, Fleet Fund. Funding for the remaining 10 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.

<b>REQUESTING</b> Purchasing	<b>DIRECTOR'S</b>
<b>DEPARTMENT:</b> for Financial and	<b>AUTHORIZATION:</b> <u>Vickie Schubert</u>
Administrative Services -	
Fleet Services;	

**FOR MORE INFORMATION CONTACT:** Sydney Ceder, Buyer II/974-2035

**PRIOR COUNCIL ACTION:** N/A

**BOARD AND COMMISSION ACTION:** N/A

**PURCHASING:** Lowest bid of three bids received.

**MBE / WBE:** This contract will be awarded in compliance with Chapter 2-9 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.

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On May 12, 2005, City Council authorized the execution of a 12-month service agreement with Glass Doctor, Austin, Texas, to repair and replace automotive glass. After further discussions with the bidders and review of the bid documents, the City determined that the award be made in accordance with State Law to Longhorn Mobile Glass Service since it was effectively the lowest and most responsible bidder for this solicitation.

This service agreement is for automotive glass repair and replacement services. This contract will provide windshields, side door, vent window, and back glass products in addition to glass repair and installation services on an as needed basis for the City's fleet of vehicles and equipment. The City's fleet consists of sedans, light, medium, and heavy truck vehicles and equipment including but not limited to: police sedans, vans, utility trucks, pickups, dump trucks, refuse collection trucks, fire trucks, ambulances, loaders, backhoes, and tractors. The glass repairs and replacements will be performed both at the Contractor's and City's facilities depending on how quickly services are needed by the City. The Contractor will be required to also provide mobile replacement services as requested by the City.

The glass repairs will be performed when glass replacement services are not necessary. Glass breakages such as rock chips approximately quarter size, cracks and streaks approximately one inch in size will be



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repaired. This contract is necessary to support the automotive and equipment fleet service centers with a reliable and continuous source of supply to purchase these automotive glass repair and replacement services.

MBE/WBE solicited: 3/3

MBE/WBE bid: 0/0

**BID TABULATION**

**IFB # SC05300021**

**Automotive Glass Repair and Replacement Services  
(Estimated Annual Expenditures \$125,000/15 Line Items)**

<b><u>Vendor</u></b>	<b><u>Total Estimated Amount—Glass, Labor, &amp; Chip Repair</u></b>
<b>Longhorn Mobile Glass Service, Inc. Austin, Texas</b>	<b>\$ 99,777.43</b>
<b>Able Glass Cedar Creek, Texas</b>	<b>\$107,479.88</b>
<b>Glass Doctor Austin, Texas</b>	<b>\$124,126.22</b>

A complete bid tabulation is available in the Purchasing Office. For bid evaluation purposes, quantities were estimated for labor and repair services. The actual number of pieces of replacement glass are unknown. The historical expenditure for glass replacement and repair services is approximately \$125,000 per year.

**PRICE ANALYSIS**

- Adequate competition.
- Twenty-one notices were sent including three MBEs and three WBEs. Four bids were issued. Three bids were received, with no response from the MBEs or WBEs. Two "No Bids" were received.
- The solicitation required bidders to provide discounts from the National Auto Glass Specifications published price list. This price list was revised in February 2005, whereby benchmark prices were significantly lowered to more accurately reflect retail market price levels; therefore, no price comparison can be made to previous contracts.

**APPROVAL JUSTIFICATION**

- Low bidder.
- Fleet Services Division of the Financial and Administrative Services Department concurs with the recommended award.
- Advertised in the Austin American-Statesman and on the Internet.



# City of Austin

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**TO:** Mayor and City Council Members  
Toby Hammett Futrell, City Manager

**FROM:** Diana L. Granger

**RE:** Council Meeting on May 12, 2005, Agenda Item No. 31,  
Automotive Glass Repair and Replacement Services

**DATE:** July 20, 2005

On May 12, 2005, City Council authorized execution of a 12-month service agreement with The Glass Doctor for automotive glass repair and replacement services.

During the initial review of the bids, it was noted that The Glass Doctor did not include any additional labor charges for the installation of glass pieces as requested in the bid and, instead, its labor costs were rolled into the price of the glass purchases. Longhorn Mobile Glass included labor prices separate from the glass costs in accordance with the bid documents. A total price for each bidder was determined by adding the purchase price of glass, labor price to install glass, chipped glass repair services, and the cost for providing after-hours services. The Glass Doctor's bid included the lowest total for all four bid items and appeared to be the lowest most responsible bidder.

Longhorn Mobile Glass, the apparent second low bidder, contacted staff upon learning of Council's approval of authorization to award this contract to The Glass Doctor and requested staff to further review the bid documents and the manner in which the all requested costs had been set out and the way the bids were evaluated. Longhorn's contention was that it did not receive a fair review since its bid reflected additional labor charges that were not clearly reflected in The Glass Doctor's bid.

Upon additional review of all of the bids submitted and discussions with all of the bidders, it was determined that Longhorn Mobile Glass did, in fact, submit the lowest bid and that The Glass Doctor's bid did not reflect all of the labor charges the City would incur over an annual period. The Glass Doctor's bid was, in effect, higher than it appeared to be in the bid documents; and, State law requires the City to award a contract to the lowest and most responsible bidder; therefore, City staff recommends that Council award this contract to Longhorn Mobile Glass. Because a contract has not been executed with The Glass Doctor, after Council approves award of this contract to Longhorn Mobile Glass, staff can execute a contract with Longhorn Mobile Glass.