



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

**AGENDA ITEM NO.: 53  
AGENDA DATE: Thu 09/30/2004  
PAGE: 1 of 2**

**SUBJECT:** Authorize execution of a 12-month supply agreement with D.F. SALES, Channelview, TX, for the purchase of bench stock, automotive hardware items and small hydraulic parts needed for the repair and maintenance for the City's fleet of vehicles and equipment in an amount not to exceed \$52,000, with two 12-month extension options in an amount not to exceed \$52,000 per extension option, for a total agreement amount not to exceed \$156,000.

**AMOUNT & SOURCE OF FUNDING:** Funding in the amount of \$52,000 is included in the Fiscal Year 2004-2005 Approved Operating Budget of the Fleet Maintenance Fund of the Finance and Administrative Services Department. Funding for the 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/(512) 974-2035

**PRIOR COUNCIL ACTION:** N/A

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

**PURCHASING:** Lowest bid of two 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.

---

The contract establishes an annual supply of bench stock, automotive hardware items and small hydraulic parts needed for the repair and maintenance as needed for the City's fleet of vehicles and equipment. Bench stock items include bolts, nuts, pop rivets, hoses, pins, screws, wire and other commonly used, inexpensive fittings normally used in vehicle repair services. This contract is necessary to support the automotive and equipment fleet service centers and other City vehicle maintenance locations with a reliable and continuous source of these items and parts.

MBE/WBE Solicited: 0/0

MBE/WBE Bid: 0/0



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

**AGENDA ITEM NO.: 53  
AGENDA DATE: Thu 09/30/2004  
PAGE: 2 of 2**

**BID TABULATION  
Bench Stock  
(Estimated Annual Expenditure \$52,000)  
(16 line items)**

<b><u>Vendor</u></b>	<b><u>Total Net Price of Most Commonly Used Bench Stock</u></b>	<b><u>% Discount</u></b>
D.F. Sales Channelview, Texas	\$ 86.69	70%
MSC Industrial Supply San Antonio, Texas	\$106.43	15%

\*A complete bid tabulation is available in the Purchasing Office.

**PRICE ANALYSIS**

- Adequate competition.
- Fourteen notices were sent. There were no known MBEs/WBEs for this commodity. Eight bids were issued. Two bids were received.
- The prices bid represent an 11% decrease from the contract prices awarded May 2000. This decrease is due to the fact the vendor is a small business and there are no large markups or overhead costs.

**APPROVAL JUSTIFICATION**

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