

AGENDA



Thursday, June 10, 2010

Purchasing Office RECOMMENDATION FOR COUNCIL ACTION

Item No. 21

Subject: Authorize award and execution of a 36-month requirements service contract with TOWN & COUNTRY GLASS, Cedar Creek, TX to provide automotive glass repair and replacement services for automobiles, trucks, and other City equipment in an estimated amount not to exceed \$273,000, with three 12-month extension options in estimated amounts not to exceed \$129,600 for the first extension option, \$155,520 for the second extension option, and \$186,624 for the third extension option, for a total estimated contract amount not to exceed \$744,744.

Amount and Source of Funding: Funding in the amount of \$25,000 is available in the Fiscal Year 2009-2010 Operating Budget of the Financial and Administrative Services Department, Fleet Services Division. Funding for the remaining 33 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: Aiden Cohen, Senior Buyer, 972-4008

Purchasing Language: Lowest bid of three 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 provide glass repair and replacement services for City-owned vehicles and equipment at all Fleet Service Centers. The contractor will also provide emergency mobile glass repair parts and services, as needed, to repair or replace cracked, chipped, or broken windshields and other equipment glass components.

This contract is necessary to support the automotive and equipment Fleet Service Centers with a reliable and continuous repair source.

MBE/WBE solicited: 0/4 MBE/WBE bid: 0/0

PRICE ANALYSIS

- Adequate competition.
- Thirty-seven notices were sent, including four WBEs. There are no known MBEs available for this service. Three bids were received, with no response from the WBEs.
- The pricing offered reflects a 26% decrease to the last contract award in August 2005.

APPROVAL JUSTIFICATION

- Lowest bid received.
- The Purchasing Office concurs with the Fleet Services Division's recommended award.
- Advertised in the Austin American-Statesman and on the Internet.