

AGENDA



Thursday, October 14, 2010

**Purchasing Office
RECOMMENDATION FOR COUNCIL ACTION****Item No. 26**

Subject: Authorize award, negotiation and execution of a 36-month requirements service contract with COMMERCIAL KITCHEN PARTS AND SERVICE, San Antonio, TX to provide preventative maintenance and repair services for kitchen equipment in an estimated amount not to exceed \$546,000, with three 12-month extension options in estimated amounts not to exceed \$259,200 for the first extension option, \$311,040 for the second extension option, and \$373,248 for the third extension option, for a total estimated contract amount not to exceed \$1,489,488.

Amount and Source of Funding: Funding in the amount of \$150,000 is available in the Fiscal Year 2010-2011 Operating Budget of the Austin Convention Center Department. Funding for the remaining 24 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: Sharon Patterson, Senior Buyer, 972-4014

Purchasing Language: Best evaluated bid of two 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 establish a reliable source for preventative maintenance and repair services for various types of kitchen equipment located at the Austin Convention Center and the Palmer Events Center. The types of equipment that will be serviced under this contract include broilers, food warmers, food processors, coffee makers, coolers, refrigerators, freezers, deep fryers, ovens, ice machines, stoves, and steamers. The kitchen equipment is used in the preparation of food for different events hosted by the Austin Convention Center Department.

Preventative maintenance of the kitchen equipment will be performed on a monthly basis and the repair services will be on an as-needed basis.

In order to determine the best value to the City, evaluation criteria included a monthly preventative maintenance fee, hourly labor rate for repair services during normal business hours, hourly labor rate for emergency services, proximity to the Convention Center, vendor experience, and percentage discount from list price for replacement parts and hardware.

MBE/WBE solicited: 0/1

MBE/WBE bid: 0/0

PRICE ANALYSIS

- a. Adequate competition.
- b. Thirty-eight notices were sent, including one WBE. There are no known MBEs available for these services. Two bids were received, with no response from the WBE.
- c. This is the first contract for these services; therefore, there is no pricing history available.

APPROVAL JUSTIFICATION

- a. Best evaluated bid of two bids received.
- b. The Purchasing Office concurs with the Austin Convention Center Department's recommended award.
- c. Advertised in the Austin American-Statesman and on the Internet.