



Recommendation for Action

File #: 20-1389, **Agenda Item #:** 25.

3/12/2020

Posting Language

Authorize award of a multi-term contract with Equipment Depot LTD., to provide forklift leasing services, for up to five years for a total contract amount not to exceed \$865,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities, therefore, no subcontracting goals were established).

Lead Department

Purchasing Office.

Client Department(s)

Austin Energy.

Fiscal Note

Funding in the amount of \$100,617 is available in the Fiscal Year 2019-2020 Operating Budget of Austin Energy. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

The Purchasing Office issued an Invitation for Bids (IFB) 1100 MEA1010 for these services. The solicitation issued on October 21, 2019 and it closed on November 12, 2019. Of the two offers received, the recommended contractor submitted the lowest responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=133256)
<https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=133256>.

For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Maria Andrade, at 512-972-9424 or Maria.Andrade@austintexas.gov <<mailto:Maria.Andrade@austintexas.gov>>.

Council Committee, Boards and Commission Action:

February 10, 2020 - Recommended unanimously by the Electric Utility Commission on an 8-0 vote, with Commissioners Collier-Brown, Funkhouser, and Stone absent.

Additional Backup Information:

The contract will provide access to forklifts in various size and capacities for use by Austin Energy. These

forklifts will be used in various warehouses for lifting heavy materials as required. The contract will ensure Austin Energy has the equipment to perform day to day operations.

The current contract expires in April 2020. The recommended contractor is the current provider for these services.

Contract Detail:

<u>Contract Term</u>	<u>Length of Term</u>	<u>Contract Authorization</u>
Initial Term	2 yrs.	\$346,000
Optional Extension 1	1 yr.	\$173,000
Optional Extension 2	1 yr.	\$173,000
Optional Extension 3	1 yr.	\$173,000
TOTAL	5 yrs.	\$865,000

Note: Contract Authorization amounts are based on the City's estimated annual usage.

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