



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

**AGENDA ITEM NO.: 31
AGENDA DATE: Thu 05/12/2005
PAGE: 1 of 2**

SUBJECT: Authorize execution of a 12-month service agreement with THE GLASS DOCTOR, 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 \$41,667 is available in the Fiscal year 2004-2005 Approved Operating Budget of the Financial and Administrative Services Department, Fleet Fund. Funding for the remaining eight 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.

REQUESTING Purchasing
DEPARTMENT: for Financial and
Administrative Services -
Fleet Services;

**DIRECTOR'S
AUTHORIZATION:** Vickie Schubert

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.

This service agreement is for automotive glass repair and replacement services. The contract will provide windshields, side door, and back window 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, dump and refuse trucks, fire trucks, ambulances, loaders, compost machines, and spreaders. The glass repairs and replacements will be performed both at the Contractor's and at the City's facilities depending on how quickly services are needed by the City. The Glass Doctor has a facility in Austin to provide these services locally. The Contractor will be required to also provide mobile services as requested by the City. The mobile services will be performed on City premises and all repair services are to be completed within five hours of notification from the City.

The glass repairs will be performed when glass replacement is not necessary. Glass breakages such as rock chips approximately quarter size, cracks and streaks approximately one inch in size, will be repaired. This contract is necessary to support the automotive and equipment fleet service centers with a reliable and continuous source of supply for automotive glass repair and replacement services.

MBE/WBE Solicited: 3/3

MBE/WBE Bid: 0/0

RCA Serial#: 8544 **Date:** 05/12/05 **Original:** Yes

Disposition:

Published:

Adjusted version published:



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**BID TABULATION
Automotive Glass Repair And
Replacement Services/15 line items
(Estimated Annual Expenditures \$125,000)
IFB No. SC05300021**

<u>Vendor</u>	<u>Total Price for the 10 Most Commonly Purchased Parts</u>
Glass Doctor Austin, Texas	\$ 6,308.71
Longhorn Mobile Glass Service Austin, Texas	\$10,960.11
Able Glass Austin, Texas	\$11,339.05

A complete bid tabulation is available in the Purchasing Office.

PRICE ANALYSIS

- Adequate competition.
- Twenty-one notices were sent including three MBEs and three WBEs. Four solicitations were issued. Three bids were received, with no response from the MBEs or WBEs. Two "No Bids" were received.
- The current bid pricing represents an approximate 8% decrease from the previous contract awarded in November 2001. The glass replacement services will be provided at no charge and glass repair services will be provided at an average labor cost of \$13.17 per repair.

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 the Internet.