



AGENDA MEMORANDUM

Future Item for the City Council Meeting April 09, 2019
Action Item for the City Council Meeting of April 16, 2019

DATE: April 09, 2019

TO: Keith Selman, Interim City Manager

FROM: Robert Rocha, Fire Chief
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Light Vehicle Repair & Services for the Corpus Christi Fire Department

CAPTION:

Motion authorizing a one-year service agreement for light vehicle repair & services for the Corpus Christi Fire Department with Sylvia Ann Barton, dba Leroy and Richards Automotive of Corpus Christi, Texas for an amount not to exceed \$70,785.90 with two one-year options for a total potential multi-year amount of \$212,357.70.

PURPOSE:

The purpose of this agreement will provide light vehicle repair & services for the CCFD.

BACKGROUND AND FINDINGS:

CCFD has over 140 units in its fleet. Currently, there are three full time City employees to service these vehicles. In order to maintain staff vehicles in the day to day operations, it is necessary to obtain an outside automotive repair and service company to expedite repairs needed and provide state inspections.

The Purchasing Division conducted a competitive RFB process to obtain bids for a new contract. The City received one responsive, responsible bid and is recommending the award to Sylvia Ann Barton, dba Leroy and Richards Automotive.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-Emergency.

DEPARTMENTAL CLEARANCES:

Fire

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$586,581.48	\$182,863.57	\$769,445.05
Encumbered/Expended Amount	\$318,767.62	\$0.00	\$318,767.62
This item	\$29,494.13	\$182,863.57	\$212,357.70
BALANCE	\$238,319.73	\$0.00	\$238,319.73

Fund(s): General Fund 1020-12050-093-530100

Comments:

The initial contract term total is for an amount not to exceed \$70,785.90 of which \$29,494.13, which is funded in FY 2018-2019. The total contract value will be \$212,357.70 if all option years are executed.

RECOMMENDATION:

Staff recommends approval of this action item.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement