



City Council Report

Date: November 15, 2021
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Brandy Andersen, Acting Procurement Administrator
Subject: Three-Year Term Contract with Two Years of Renewal Options for Altec Equipment Service, Repairs and Parts for the Fleet Services Department (Sole Source) **(Citywide)**

Recommendation

Council is requested to approve the award as recommended.

The Fleet Services Department and Purchasing recommend awarding the contract to the sole source vendor, Altec Industries, Inc. at \$70,000 annually, based on estimated usage, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

Background / Discussion

The City currently has fourteen (14) vehicles with Altec aerial lift equipment. This contract will provide service and technical support administered by Altec Industries, the industry leader in design, manufacture and support of aerial, digger derrick and specialty products.

Aerial equipment requires annual inspections completed yearly by certified Altec technicians. The repairs that result from the inspections also must be performed by Altec certified technicians.

Altec Industries, Inc. is the sole-source provider for Altec authorized repairs for Altec aerial equipment.

Purchase Information

Action: Award
Procurement Type: Sole Source
Contract Number: 2022083
Local Consideration: Policy did not apply to this procurement method
Protests Received: None
Initial Contract Term: Three Years
Possible Renewals: Two years of renewals subject to Administrative review and approval
Funding Source: Fleet Services Department operating budget through the Fleet Internal Services Fund