



City Council Report

Date: April 20, 2020
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Matt Bauer, Procurement Administrator
Subject: Ratify an Emergency Increase to the Term Contract for Tire Maintenance and Repair Services for the Fleet Services Department **(Citywide)**

Recommendation

Council is requested to approve the contract amendment as recommended.

The Fleet Services Department and Purchasing recommend increasing the dollar limit with Jack's Tire & Oil Management Company, Inc., by \$27,000, from \$425,000 to \$452,000 for Year 5, based on estimated usage.

Background / Discussion

This contract provides tire maintenance and repair services on all, wheeled equipment maintained by the Fleet Services Department. The City's overall fleet size is approximately 1,600 units. Work includes providing all labor, equipment, tools, service trucks and services required for inspection, scheduled maintenance and repairs of all, wheeled equipment, and emergency road calls for repairs to wheeled equipment.

In February, management administratively approved a dollar limit increase of \$25,000 and one-month contract extension to 3/31/2020. This was to allow award of a new contract. Fleet Services had pending invoices for March and the dollar limit increase was necessary to process payments through 3/31/2020, contract expiration.

The City Manager's Office authorized the emergency procurement as necessary for the immediate preservation of public health and public safety on 3/27/2020.

Purchase Information

Action: Amendment
Procurement Type: Request for Proposals
Contract Number: 2015117
Initial Contract Term: Three years
Year 5 Renewal Award: 3/18/2019
Funding Source: Fleet Services Department operating budget through the Fleet Internal Services Fund

Dollar Limit History

Council Renewal Award 3/18/2019:	\$400,000.00
Management approved Increase and Extension 2/24/2020:	\$25,000.00
Increase Request 4/6/2020:	<u>\$27,000.00</u>
New Contract Value through 3/31/2020:	<u>\$452,000.00</u>