

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	55886	Agenda Number	40.
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Meeting Date:	March 31, 2016
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Department:	Purchasing
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Subject

Authorize award and execution of a 12-month contract with EQUIPMENT DEPOT, to provide forklifts, in an amount not to exceed \$178,657, with three 12-month extension options in an amount not to exceed \$178,657 per extension option, for a total contract amount not to exceed \$714,628.

Amount and Source of Funding

Funding in the amount of \$89,329 is available in the Fiscal Year 2015-2016 Operating Budget of Austin Energy. Funding for the remaining six 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.

Purchasing Language:	Lowest bid received from the current provider.
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Prior Council Action:	
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For More Information:	Gabriel Guerrero, Buyer II, 512-322-6060
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Boards and Commission Action:	February 22, 2016 - Unanimously recommended by the Electric Utility Commission on an 11-0 vote.
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Related Items:	
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MBE / WBE:	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 goods and services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.
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Additional Backup Information

The contract will provide for the lease of seven forklifts to be used at various Austin Energy facilities. The forklifts will be used in warehouses for lifting heavy material onto storage shelves as well as moving heavy equipment such as transformers and switchgear inside downtown electrical vaults.

The contract will ensure that Austin Energy has the equipment to perform day to day operations in a timely matter. The current contract expires on August 6, 2016; however, the lead time for the new forklifts is 120 days. Approval is requested now to ensure there is no lapse in availability of forklifts.

MBE/WBE Solicited: 23/24

MBE/WBE Bid: 0/0

BID TABULATION

IFB GGU0156
Forklift Lease Agreement
(7 each)

<u>Vendor</u>	<u>2 each 10K Lb. Forklifts</u>	<u>5 each 16,5K Lb. Forklifts</u>	<u>Total Annual Bid</u>
Equipment Depot Pflugerville, TX	\$1,395/month	2,396.27/month	\$178,657
American Material Handling, Inc. Watkinsville, GA	*	*	*

* Non-responsive. The pricing submitted was not inclusive of all requirements of the solicitation.

A complete solicitation package, including bid tabulation, is on file with the City's Purchasing Office and is available on the City's Financial Services Austin Finance Online website. Link: [Solicitation Documents](#)

PRICE ANALYSIS

- Adequate competition.
- 1,260 notices were sent, including 23 MBEs and 24 WBEs. Two bids were received, with no response from the MBEs/WBEs. Multiple notices may be sent to the same vendor; e.g. one vendor may have multiple email addresses/fax numbers.
- This pricing offered is the same as the last contract awarded in November 2011.

APPROVAL JUSTIFICATION

- Lowest bid received.
- The Purchasing Office concurs with Austin Energy's recommended award.
- Advertised on the internet.