

## AGENDA



## Recommendation for Council Action

## AUSTIN CITY COUNCIL

Regular Meeting: May 10, 2018

Item Number: 035

## Purchasing Office

Authorize award and execution of a multi-term contract with Jollyville Car Wash, Inc. D/B/A Arbor Car Wash to provide vehicle cleaning and washing services for up to five years for a total contract amount not to exceed \$367,500. (Note: 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 services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

|                             |   |
|-----------------------------|---|
| <b>Lead Department</b>      | Purchasing Office.  |
| <b>Fiscal Note</b>          | Funding in the amount of \$36,750 is available in the Fiscal Year 2017-2018 Operating Budget of Fleet Services. Funding for the remaining contract term is contingent upon available funding in future budgets.   |
| <b>Purchasing Language</b>  | The Purchasing Office issued an Invitation for Bids (IFB) 7800 ELL0060 for these services. The solicitation issued on December 25, 2017 and it closed on January 23, 2018. Of the two offers received, the recommended contractor submitted the lowest responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: <a href="https://www.austintexas.gov/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=121848">Solicitation Documents &lt;https://www.austintexas.gov/financeonline/vendor_connection/solicitation/solicitation_details.cfm?sid=121848&gt;</a> . |
| <b>For More Information</b> | Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or <a href="mailto:AgendaOffice@austintexas.gov">AgendaOffice@austintexas.gov</a> <a href="mailto:AgendaOffice@austintexas.gov">&lt;mailto:AgendaOffice@austintexas.gov&gt;</a><br>NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized   |

|                             |   |
|-----------------------------|---|
|                             | Contact Person: Erika Larsen, at 512-974-3127 or <a href="mailto:Erika.Larsen@austintexas.gov">Erika.Larsen@austintexas.gov</a><br>< <a href="mailto:Erika.Larsen@austintexas.gov">mailto:Erika.Larsen@austintexas.gov</a> >. |
| <b>Client Department(s)</b> | Fleet Services.   |

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### **Additional Backup Information:**

The contract is for full-service cleaning and washing services of over 5,000 City owned vehicles in the north and central geographic zones of the City. The full-service wash will be performed by contractor supplied attendants on sedans, light duty trucks, and vans. Full-service washes will include interior cleaning such as vacuuming, cleaning of seats, windows and mirrors, and exterior cleaning such as wiping and hand drying vehicles. The contract will also be used for police patrol sedans which require special interior deep cleaning and sanitizing to remove the threat of bio-waste hazards, harmful microorganisms, and odors.

This contract replaces two contracts, one of which expires on May 22, 2018. The requested authorization amounts for this contract were determined using departmental estimates based on historical spend.

If a contract is not in place, City departments will not have access to discounted car washes and specialized cleanings. This may increase the cost for vehicle cleanings at higher retail prices, especially when Austin Police Department needs specialized cleaning for patrol units.

### **Contract Detail:**

| <b>Contract<br/>Term</b> | <b>Length<br/>of Term</b> | <b>Contract<br/>Authorization</b> |
|--------------------------|---------------------------|-----------------------------------|
| Initial Term             | 1 yr.                     | \$ 73,500                         |
| Optional Extension 1     | 1 yr.                     | \$ 73,500                         |
| Optional Extension 2     | 1 yr.                     | \$ 73,500                         |
| Optional Extension 3     | 1 yr.                     | \$ 73,500                         |
| Optional Extension 4     | 1 yr.                     | \$ 73,500                         |
| <b>TOTAL</b>             | <b>5 yrs.</b>             | <b>\$367,500</b>                  |

**Note:**Contract Authorization amounts are based on the City's estimated annual usage.