



## Recommendation for Action

**File #:** 19-2893, **Agenda Item #:** 24.

10/3/2019

### Posting Language

Authorize award of a multi-term contract with Longhorn Mobile Glass Service, Inc., to provide vehicle and equipment glass repair and replacement services, for up to five years for a total contract amount not to exceed \$333,660.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9D Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### Lead Department

Purchasing Office.

### Client Department(s)

Aviation; Fleet Services.

### Fiscal Note

Funding in the amount of \$61,732 is available in the Fiscal Year 2019-2020 Operating Budget of Fleet Services. Funding in the amount of \$5,000 is available in the Fiscal Year 2019-2020 Operating Budget of Aviation. Funding for the remaining contract term is contingent upon available funding in future budgets.

### Purchasing Language:

The Purchasing Office issued an Invitation for Bids (IFB) 7800 JRH1019 for these goods and services. The solicitation issued on May 27, 2019 and it closed on June 26, 2019. The recommended contractor submitted the only responsive offer. A complete solicitation package, including a tabulation of the bid received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents <https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=130857>](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=130857).

### For More Information:

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov <mailto:AgendaOffice@austintexas.gov>](mailto:AgendaOffice@austintexas.gov)

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Leyla Mammadova, at 512-974-2938 or [Leyla.Mammadova@austintexas.gov <mailto:Leyla.Mammadova@austintexas.gov>](mailto:Leyla.Mammadova@austintexas.gov).

### Additional Backup Information:

The contract is for mobile and in-shop glass repair and replacement for City vehicles and equipment. The contractor will provide all services required for glass repair and replacement including recalibration of any affected windshield sensors.

The recommended contractor is the current provider for these services and the current contract will expire

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January 5, 2020. The requested authorization amount is based on historical spend and allows for a small annual increase to accommodate future acquisitions.

If the City is unable to secure a contract, the departments will not have a reliable source for glass repair and replacement services. This will force the City to procure these requirements on the open market, which could result in higher prices, higher operational costs, and increased vehicle down time.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	2 yrs.	\$133,464
Optional Extension 1	1 yr.	\$ 66,732
Optional Extension 2	1 yr.	\$ 66,732
Optional Extension 3	1 yr.	\$ 66,732
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$333,660</b>

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