




Amendment No. 1
to
Contract No. MA 7800 NC230000108
for
OEM Parts for Autocar Cab & Chassis
between
Chastang Enterprises-Houston, LLC D/B/A
Chastang Autocar or Chastang Ford
and the
City of Austin, Texas

- 1.0 The City hereby amends the above referenced Contract to transfer the referenced cooperative agreement for OEM Parts for Autocar Cab & Chassis to BuyBoard Contract No. 723-23. The expiration date for BuyBoard Contract No. 723-23 is November 30, 2026.
- 2.0 The City hereby exercises this extension option for the subject contract. This extension option will be effective December 1, 2023, to November 30, 2024.
- 3.0 By signing this Amendment, the Contractor certifies that the Contractor and its principals are not currently suspended or debarred from doing business with the Federal Government, as indicated by the General Services Administration List of Parties Excluded from Federal Procurement and Non-Procurement Programs, the State of Texas, or the City of Austin.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.

BY THE SIGNATURE(S) affixed below, this Amendment is hereby incorporated and made a part of the above referenced contract.

Signature & Date:


11/16/23
Printed Name: John Smith
Authorized Representative

Signature & Date:


D:\c:\jo-gutierrez, c:\FSD, ou=City of Austin, email=jo.gutierrez@ausintexas.gov, cn=10, Date: 2023.12.04 13:25:39 -0600'
Jo Gutierrez, Procurement Specialist IV
City of Austin



**CONTRACT BETWEEN THE CITY OF AUSTIN (“City”)
and
CHASTANG ENTERPRISES-HOUSTON, LLC D/B/A CHASTANG AUTOCAR OR CHASTANG FORD
 (“Contractor”)
for
OEM PARTS FOR AUTOCAR CAB & CHASSIS**

Contract Number: MA 7800 NC230000108

The City accepts the Contractor’s Offer for the above requirement and enters into the following Contract. This Contract is between Chastang Enterprises-Houston, LLC D/B/A Chastang Autocar or Chastang Ford having offices at P.O. Box 21127, Houston, Texas 77226 and the City, a home-rule municipality incorporated by the State of Texas.

1.1 This Contract is composed of the following documents in order of precedence:

- 1.1.1 This Document
- 1.1.2 Supplemental Terms, incorporated herein and attached as Insert Exhibit A hereto.
- 1.1.3 BuyBoard Contract No. 601-19, incorporated herein by reference.
- 1.1.4 Fleet Delivery Locations Contacts attached as Exhibit B hereto.

1.2 Term of Contract.

The Contract shall become effective upon execution and shall remain in effect until November 30, 2023. The City reserves the right to transfer this Contract by amendment to future BuyBoard contracts that supersede BuyBoard contract no. 601-19 if the terms and conditions are favorable to the City. With the transfer of BuyBoard contracts considered, this Contract may be automatically extended beyond the initial term for up to four additional twelve (12) month periods, subject to the availability and extension of the referenced cooperative contract and at the City’s sole option.

1.3 Delivery. Delivery is to be made within two (2) calendar days after the order is placed (either verbally or in writing). Delivery shall be made to the ordering Service Center listed Exhibit B.

1.4 Designation of Key Personnel. The City and the Contractor resolve to keep the same key personnel assigned to this engagement throughout its term. In the event that it becomes necessary for the Contractor to replace any key personnel, the replacement will be an individual having equivalent experience and competence in executing projects such as the one described herein. Additionally, the Contractor shall promptly notify the City and obtain approval for the replacement. Such approval shall not be unreasonably withheld. The Contractor’s and City’s key personnel are identified as follows:

	Name	Phone Number	Email Address
Contractor Contract Manager	Dan Miller	713-678-5039	dmiller@chastangford.com
City Contract Manager	Virginia Soto-Reynolds	512-974-2629	virginia.soto-reynolds@austintexas.gov

City Contract Administrator, Procurement Specialist	Eric Banda	512-974-2057	eric.banda@austintexas.gov
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1.5 Invoices. The City's preference is to have invoices mailed to the below address:

	City of Austin
Department	Fleet Mobility Department
Attention	Accounts Payable
Address	6800 Burleson Rd. Bldg. 312 Suite 165-A
City, State, Zip Code	Austin, Texas 78744

For questions regarding your invoice/payment please contact the City Contract Manager.

This Contract (including any Exhibits and referenced Documents) constitutes the entire agreement of the parties regarding the subject matter of this Contract and supersedes all prior agreements and understandings, whether written or oral, relating to such subject matter. This Contract may be altered, amended, or modified only by a written instrument signed by the duly authorized representatives of both parties.

By signing below, Contractor hereby certifies the following are true and will ensure the following will remain true throughout the term of this Contract:

1. That its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.
2. That it has not in any way directly or indirectly:
 - a. Colluded, conspired, or agreed with any other person, firm, or corporation, as to the amount of this contract or the terms or conditions of this contract.
 - b. paid or agreed to pay any other person, firm, or corporation any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the contract.
3. That it has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Contract documents.
4. In accordance with Chapter 176 of the Texas Local Government Code, that the Offeror:
 - a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income;
 - b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$100 in the twelve-month period preceding the date the officer becomes aware of the execution of the Contract or that City is considering doing business with the Offeror; and
 - c. does not have a family relationship with a local government officer of the City in the third degree of consanguinity or the second degree of affinity.
5. Pursuant to City Council Resolution No. 20191114-056, that its firm and its principals are not currently and will not during the term of the Contract engage in practicing LGBTQ+ conversion therapy; referring persons to a healthcare provider or other person or organization for LGBTQ+ conversion therapy; or Contracting with another entity to conduct LGBTQ+ conversion therapy. If the City determines in its sole discretion that Contractor has during the term of this Contract engaged in any such practices, the City may terminate this Contract without penalty to the City.
6. Pursuant to Texas Government Code §2271.002, the Contractor verifies that it does not boycott Israel and will not boycott Israel during the term of this contract.

7. Pursuant to Texas Government Code Chapter 2274, the Contractor verifies that if it will have remote or direct access to communication infrastructure systems, cybersecurity systems, the electric grid, hazardous waste treatment systems, or water treatment facilities as a result of this contract, that it is not owned by or the majority of stock or other ownership interest of the Contractor is not held or controlled by:
 - a. individuals who are citizens of China, Iran, North Korea, Russia, or a Governor-designated country; or
 - b. a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a Governor-designated country; or
 - c. headquartered in China, Iran, North Korea, Russia, or a Governor-designated country.

8. Pursuant to Texas Government Code Chapter 2274, the Contractor verifies that if it has 10 or more full-time employees, unless the contract contains a written verification from the company that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association.

9. Pursuant to Texas Government Code Chapter 2274, the Contractor certifies that, if they have 10 or more full-time employees: (1) they do not boycott energy companies; and (2) will not boycott energy companies during the term of the contract.

In witness whereof, the City has caused a duly authorized representative to execute this Contract on the date set forth below.

**CHASTANG ENTERPRISES-HOUSTON,
LLC D/B/A CHASTANG AUTOCAR OR
CHASTANG FORD**

CITY OF AUSTIN

Printed Name of Authorized Person

Bridney Stewart

Printed Name of Authorized Person

Signature

Bridney Stewart

Digitally signed by Bridney Stewart
Date: 2023.09.15 11:32:53 -05'00'

Signature

Title:

Procurement Specialist III

Title:

Date:

9/15/2023

Date:

Effective 9/15/2023

EXHIBIT A
SUPPLEMENTAL TERMS - COOPERATIVE

The Contractor agrees that the Contract shall be governed by the following terms and conditions.

1. GENERAL

1.1 INDEFINITE QUANTITY:

The quantities and/or services listed herein are estimates of the goods and services needed by the City for the period of the Contract. The City reserves the right to purchase more or less of these quantities and/or services as may be required during the Contract term. Quantities and/or services will be as needed and specified by the City for each order. Unless specified in the Contract, there are no minimum order quantities.

1.2 INVOICES:

- A. The Contractor shall submit separate Invoices for each Order after each delivery or on the schedule provided in the Contract. If partial shipments or deliveries are authorized by the City, a separate Invoice must be sent for each shipment or delivery made.
- B. Invoices shall be sent to the address on the Purchase Order or Delivery Order in the section entitled, "BILL TO". Proper Invoices must include a unique Invoice number, the purchase Order or delivery Order number, the master agreement number (if applicable), the Department's Name, and the name of the point of contact for the Department. Invoices shall be itemized according to pricing structure in the Contract. A copy of the bill of lading and the freight waybill, when applicable, shall be attached to the Invoice. The Contractor's name and, if applicable, the tax identification number on the Invoice must exactly match the information in the Vendor's registration with the City. Unless otherwise instructed in writing, the City may rely on the remittance address specified on the Contractor's Invoice. Invoices received without all the required information cannot be processed and will be returned to the vendor.
- C. Invoices for labor shall include a tabulation of workhours at the appropriate rates and grouped by work Order number. Time billed for labor shall be limited to hours actually worked.
- D. Unless otherwise expressly authorized in the Contract, the Contractor shall pass through all Subcontracting and other authorized expenses at actual cost without markup.
- E. Federal excise taxes, State taxes, or City sales taxes must not be included in the Invoiced amount. The City will furnish a tax exemption certificate upon request.

1.3 PAYMENT:

- A. All proper Invoices received by the City will be paid within 30 calendar days of the City's receipt of the Deliverables or of the Invoice, whichever is later.
- B. If payment is not timely made, (per Paragraph A), interest shall accrue on the unpaid balance at the lesser of the rate specified in Texas Government Code §2251.025 or the maximum lawful rate; except, if payment is not timely made for a reason for which the City may withhold payment hereunder, interest shall not accrue until 10 calendar days after the grounds for withholding payment have been resolved.
- C. If partial shipments or deliveries are authorized by the City, the Contractor will be paid for the partial shipment or delivery, as stated above, provided that the Invoice matches the shipment or delivery.
- D. The City may withhold or set off the entire payment or part of any payment otherwise due the Contractor to such extent as may be necessary on account of:
 - i. Delivery of defective or non-conforming Deliverables by the Contractor;
 - ii. Third party claims, which are not covered by the insurance which the Contractor is required to provide under the terms of this Contract, are filed or there is reasonable evidence indicating probable filing of such claims;

- iii. Failure of the Contractor to pay Subcontractors, or for labor, materials or equipment;
 - iv. Damage to the property of the City or the City's agents, employees or Contractors, which is not covered by insurance required to be provided by the Contractor;
 - v. Reasonable evidence demonstrates that the Contractor's obligations will not be completed within the time specified in the Contract, and that the unpaid balance would not be adequate to cover actual or liquidated damages for the anticipated delay;
 - vi. Failure of the Contractor to submit proper Invoices with all required attachments and supporting documentation; or
 - vii. Failure of the Contractor to comply with any material provision of the Contract Documents.
- E. Notice is hereby given of Article VIII, §1 of the Austin City Charter which prohibits the payment of any money to any person, firm or corporation who is in arrears to the City for taxes, and of §2-8-3 of the Austin City Code concerning the right of the City to offset indebtedness owed the City.
- F. The Contractor agrees to accept payment by either credit card, check or Electronic Funds Transfer for all goods and/or services provided under the Contract. The Contractor shall factor the cost of processing credit card payments into the Offer. There shall be no additional charges, surcharges, or penalties to the City for payments made by credit card.
- G. The awarding or continuation of this Contract is dependent upon the availability of funding. The City's payment obligations are payable only and solely from funds appropriated and available for this Contract. The absence of appropriated or other lawfully available funds shall render the Contract null and void to the extent funds are not appropriated or available and any Deliverables delivered but unpaid shall be returned to the Contractor. The City shall provide the Contractor written notice of the failure of the City to make an adequate appropriation for any fiscal year to pay the amounts due under the Contract, or the reduction of any appropriation to an amount insufficient to permit the City to pay its obligations under the Contract. In the event of inadequate appropriation of funds, there will be no penalty nor removal fees charged to the City. The City shall pay the Contractor, to the extent of funds appropriated or otherwise legally available for such purposes, for all goods delivered and services performed, and obligations incurred prior to the date of notice of non-appropriation.

1.4 AUDITS AND RECORDS:

- A. The Contractor agrees that the representatives of the Office of the City Auditor or other authorized representatives of the City shall have access to, and the right to audit, examine, or reproduce, any and all records of the Contractor related to the performance under this Contract, at the City's expense. The Contractor agrees to refund to the City any overpayments disclosed by any such audit. The City agrees to protect from disclosure Contractor's confidential and proprietary information disclosed during an audit to the same extent it protects its own confidential and proprietary information, subject to the requirements of the Texas Public Information Act, Chapter 2251, Texas Government Code.
- B. Records Retention:
- i. Contractor is subject to City Code Chapter 2-11 (Records Management), and as it may subsequently be amended.
 - ii. The Contractor shall retain all records for a period of three years after final payment on this Contract or until all audit and litigation matters that the City has brought to the attention of the Contractor are resolved, whichever is longer.

1.5 TEXAS PUBLIC INFORMATION ACT:

- A. All material submitted by the Contractor to the City related to the Contract may become subject to public disclosure upon receipt by the City. Any portions of such material claimed by the Contractor to be proprietary must be clearly marked as such. Determination of the public nature of the material is subject to the Texas Public Information Act, Chapter 552, Texas Government Code.
- B. In accordance with Texas Government Code §552.372, if this Contract has a stated expenditure of at least \$1 million in public funds for the purchase of goods or services by the City or results in the expenditure of at least \$1 million in public funds for the purchase of goods or services by the City in a fiscal year, Contractor agrees to:
 - i. Preserve all Contracting information related to the Contract as provided by the records retention requirements in the AUDITS AND RECORDS Section of the Contract;
 - ii. Promptly provide to the City any Contracting information related to the Contract that is in the custody or possession of Contractor on request of the City; and
 - iii. On completion of the Contract, either:
 - (1) Provide at no cost to the City all Contracting information related to the Contract that is in the custody or possession of Contractor; or
 - (2) Preserve the Contracting information related to the Contract as provided by the records retention requirements in the AUDITS AND RECORDS Section of the Contract.
- C. The requirements of Subchapter J, Chapter 552, Texas Government Code, may apply to this Contract, and the Contractor agrees that the Contract can be terminated if the Contractor knowingly or intentionally fails to comply with a requirement of that Subchapter.

1.6 ADVERTISING:

The Contractor shall not advertise or publish, without the City's prior written consent, the fact that the City has entered into the Contract, except to the extent required by law.

1.7 ASSIGNMENT DELEGATION:

The Contract shall be binding upon and ensure to the benefit of the City and the Contractor and their respective successors and assigns, provided however, that no right or interest in the Contract shall be assigned and no obligation shall be delegated by the Contractor without the prior written consent of the City. Any attempted assignment or delegation by the Contractor shall be void unless made in conformity with this Paragraph. The Contract is not intended to confer rights or benefits on any person, firm or entity not a party hereto; it being the intention of the parties that there be no third-party beneficiaries to the Contract.

1.8 EQUAL OPPORTUNITY:

- A. **Equal Employment Opportunity:** No Contractor, or Contractor's agent, shall engage in any discriminatory employment practice as defined in Chapter 5-4 of the City Code. No Offer submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Offeror has executed and filed with the City Purchasing Office a current Non-Discrimination Certification. Non-compliance with Chapter 5-4 of the City Code may result in sanctions, including termination of the Contract and the Contractor's suspension or debarment from participation on future City Contracts until deemed compliant with Chapter 5-4.
- B. **Non-Retaliation:** The Contractor agrees to prohibit retaliation, discharge or otherwise discrimination against any employee or applicant for employment who has inquired about, discussed or disclosed their compensation.

- C. **Americans with Disabilities Act (ADA) Compliance:** No Contractor, or Contractor's agent, shall engage in any discriminatory practice against individuals with disabilities as defined in the ADA, including but not limited to: employment, accessibility to goods and services, reasonable accommodations, and effective communications.

1.9 SUBCONTRACTORS:

- A. If the Contractor identified Subcontractors in an MBE/WBE Program Compliance Plan or Subcontractor Plan the Contractor shall comply with the provisions of Chapters 2-9A, 2-9B, 2-9C, and 2-9D, as applicable, of the Austin City Code and the terms of the Compliance Plan or Subcontractor Plan as approved by the City (the "Plan"). The Contractor shall not initially employ any Subcontractor except as provided in the Contractor's Plan. The Contractor shall not substitute any Subcontractor identified in the Plan, unless the substitute has been accepted by the City in writing in accordance with the provisions of Chapters 2-9A, 2-9B, 2-9C and 2-9D, as applicable. No acceptance by the City of any Subcontractor shall constitute a waiver of any rights or remedies of the City with respect to defective Deliverables provided by a Subcontractor. If a Plan has been approved, the Contractor is additionally required to submit a monthly Subcontract Awards and Expenditures Report to the Contract Manager no later than the 10th calendar day of each month.
- B. Work performed for the Contractor by a Subcontractor shall be pursuant to a written Contract between the Contractor and Subcontractor. The terms of the Subcontract may not conflict with the terms of the Contract and shall contain provisions that.
- i. Require that all Deliverables and services to be provided by the Subcontractor be provided in strict accordance with the provisions, Specifications and terms of the Contract;
 - ii. Prohibit the Subcontractor from further Subcontracting any portion of the Contract without the prior written consent of the City and the Contractor. The City may require, as a condition to such further Subcontracting, that the Subcontractor post a payment bond in form, substance and amount acceptable to the City;
 - iii. Require Subcontractors to submit all Invoices and applications for payments, including any claims for additional payments, damages or otherwise, to the Contractor in sufficient time to enable the Contractor to include same with its Invoice or application for payment to the City in accordance with the terms of the Contract;
 - iv. Require that all Subcontractors obtain and maintain, throughout the term of their Contract, insurance in the type and amounts specified for the Contractor, with the City being a named insured as its interest shall appear; and
 - v. Require that the Subcontractor follow terms as defined in section, AUDITS AND RECORDS and City Code Chapter 2-11
- C. The Contractor shall be fully responsible to the City for all acts and omissions of the Subcontractors just as the Contractor is responsible for the Contractor's own acts and omissions. Nothing in the Contract shall create for the benefit of any such Subcontractor any Contractual relationship between the City and any such Subcontractor, nor shall it create any obligation on the part of the City to pay or to see to the payment of any moneys due any such Subcontractor except as may otherwise be required by law.
- D. The Contractor shall pay each Subcontractor its appropriate share of payments made to the Contractor not later than 10 calendar days after receipt of payment from the City.

1.10 NON-SPECIFIED ITEMS:

The City may purchase additional related items that are available from the Contractor. Pricing for these non-specified items will be calculated based on a percentage markup over Contractor's cost, percentage discount of list price or as otherwise identified in the Price Sheet under the Non-Specified Items Section. The percentage markup or discount shall be fixed throughout the term of the Contract and are not subject to increase. They shall

also remain firm through subsequent Contract extension options. The City may request additional information from the Contractor to substantiate the percentage markup or discount prior to placing an order.

1.11 INSURANCE: No insurance required.

**CITY OF AUSTIN
FLEET SERVICES
DELIVERY LOCATIONS AND POINTS OF CONTACT**

Service Center #1

Keith Barrington, Manager
Joseph Jenkins, Supervisor – 1st shift
Brian Bush, Supervisor – 2nd shift
Ector Gonzales, Supervisor – 3rd shift
Matt Andrews, Service Consultant – 1st shift
Carlos Ibarria, Service Consultant – 2nd shift
6301-A Harold Court
Austin, Texas 78721
servicecenter1DL@austintexas.gov
Main Tel. No. (512) 974-1703 / Fax: (512) 974-2233

Service Center #5

Jim Forman, Manager
Robert Opheim, Supervisor – 1st shift
Jesus Ruiz, Supervisor – 2nd shift
Tony Mercado, Supervisor – 3rd shift
Rafferty Brewer-Vogt, Service Consultant – 1st shift
Chris Crossland, Service Consultant – 2nd shift
714 East 8th Street
Austin, TX 78701
servicecenter5DL@austintexas.gov
Main Tel. No.: (512) 974-1804 / Fax No.: (512) 322-9909

Service Center #6

Merritt Jason Pratt, Manager
Paul Conde, Supervisor – 1st shift
Ernest Lopez, Supervisor – 2nd shift
Larry Knight, Service Consultant – 1st shift
Vacant, Service Consultant – 2nd shift
1182 Hargrave St.
Austin, TX 78702
servicecenter6DL@austintexas.gov
Main Tel. No.: (512) 974-1742 / Fax No.: (512) 974-9156

Service Center #8

Joseph Jenkins, Manager
Craig Subbert, Supervisor – 1st shift
Michael Calnan, Supervisor – 2nd shift
Richard Fitch, Service Consultant
Richard Zapata, Service Consultant
4411-D Meinardus Rd.
Austin, TX 78745
servicecenter8DL@austintexas.gov
Main Tel. No.: (512) 974-3075 / Fax No.: (512) 416-1635

Service Center #11

Adrian Alejo, Manager
Vacant, Supervisor – 1st shift
David Jones, Supervisor – 2nd shift
George Toposna, Service Consultant
6301-J Harold Court
Austin, TX 78721
servicecenter11DL@austintexas.gov
Main Tel. No.: (512) 974-2389 / Fax No.: (512) 974-9055

Service Center #12

Adrian Alejo, Manager
Kevin McFarlin – Supervisor, 2nd shift
Eddie Raymond, Service Consultant
4108 Todd Lane
Austin, TX 78744
servicecenter11DL@austintexas.gov
Main Tel. No.: (512) 974-4368 / Fax No.: (512) 974-4328

Parts Room - Service Center #1

Amy Arredondo, Stores Coordinator (512) 974-1759
Jose Herrera (512) 974-1772
(512) 974-2756

Email: FleetPartsPA1DL@austintexas.gov

Parts Room - Service Center #5

Edward Kinch, Stores Coordinator (512) 974-1889
Gilbert Rodriguez (512) 974-1841
Rey Degollado (512) 974-1813

Email: FleetPartsPA5DL@austintexas.gov

Parts Room - Service Center #6

Gordon McClendon, Stores Coordinator (512) 974-9162
Daniel Ramirez (512) 974-1743

Email: FleetPartsPA6DL@austintexas.gov

Parts Room - Service Center #8

Luis Velez, Stores Coordinator (512) 974-3029
Raymond Solis (512) 974-2687
Christopher Alvarez (512) 974-4319

Email: FleetPartsPA8DL@austintexas.gov

Parts Room - Service Center #11

Mike Maharidge, Stores Coordinator (512) 974-9022

Email: FleetPartsPA11DL@austintexas.gov

Parts Room - Service Center #12

Juan Sanchez, Stores Coordinator (512) 974-1763

Email: FleetPartsPA11DL@austintexas.gov

**CITY OF AUSTIN
FLEET SERVICES
DELIVERY LOCATIONS AND POINTS OF CONTACT**

Service Center #13

Kevin Brown, Manager
 Johnny Easley, Supervisor – 1st shift
 Robert Muller, Supervisor – 2nd shift
 Graham Ware, Service Consultant – 1st shift
 Ryan Knellekan, Service Consultant – 2nd shift
 2412 Kramer Lane, Bldg. A
 Austin, TX 78758
servicecenter13DL@austintexas.gov
 Main Tel. No.: (512) 978-2340 / Fax No.: (512) 978-2350

Parts Room - Service Center #13

Glenn Iosbaker, Stores Coordinator (512) 978-2341
 (512) 978-2342

Email: FleetPartsPA13DL@austintexas.gov

Vehicle Services Division

Eddie Goebel, Fleet Program Manager (512)978-2639
 Ross Bayer, Fleet Program Coordinator (512)978-2631
 6400 Bolm Rd
 Austin, Texas 78721
eddie.goebel@austintexas.gov
ross.bayer@austintexas.gov

Materials Control

6301-K Harold Court
 Austin, Texas 78721

Lonnie Jones, Materials Control Supervisor

Assigned Service Centers:

Parts Rooms SC 5, 6, 13, Tire Shop
 Office (512) 974-1744

Email: lonnie.jones@austintexas.gov

Henry Guerra, Materials Control Supervisor

Assigned Service Centers

Parts Rooms SC 1, 8, 11, 12
 Office (512) 974-1547

Email: henry.guerra@austintexas.gov

Fleet Tire Shop

Daniel Dominquez, Stores Coordinator

6301-K Harold Court
 Austin, TX 78721

Email: daniel.dominquez@austintexas.gov

Main Tel. No.: (512) 974-1788

Fleet Administration – Contract Management

6800 Burleson Road, Bldg. 312, Ste. 165
 Austin, TX 78744

Leyla Mammadova, Contract Management Supervisor II

(512) 974-1749 Fax: (512) 974-1769

leyla.mammadova@austintexas.gov

John Villanueva, Contract Management Specialist III

(512) 974-1543

john.villanueva@austintexas.gov

Joe Lopez, Temp Contract Management Specialist III

(512) 974-1532 Fax: (512) 974-1769

joe.lopez@austintexas.gov

Mary Ochoa, Temp Contract Management Specialist III

(512) 974-2629 Fax: (512) 974-1769

mary.ochoa@austintexas.gov

Melissa Le, Contract Management Specialist III

(512) 974-1768 Fax: (512) 974-1769

melissa.le@austintexas.gov

Craig Higdon, Contract Management Specialist II

(512) 978-1522 Fax: (512) 974-1769

Craig.higdon@austintexas.gov

Fleet Administration – Accounts Payable

6800 Burleson Road, Bldg. 312, Ste. 165
 Austin, TX 78744

COAFleetAP@austintexas.gov

Pamela Olivas – Accountant III (512)974-1753

Lori York – Accounting Associate II (512)974-1767

Deborah Layne – Accounting Associate III (512)974-2119

Jeff Steadman – Accounting Associate III (512)974-1765