



# CITY OF PLANO COUNCIL AGENDA ITEM

<b>CITY SECRETARY'S USE ONLY</b>					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		July 28, 2014			
Department:		Purchasing			
Department Head		Diane Palmer-Boeck			
Agenda Coordinator (include phone #): <b>Teresa Shelstad ext:7539</b>					
<b>CAPTION</b>					
Bid No. 2014-250-C for a one (1) year contract with (3) three city optional one (1) year renewals for the purchase of Chevrolet Automotive and Light Truck OEM Parts from Friendly Chevrolet for Inventory Control/ Asset Disposal to be used by the Fleet Services Department in the estimated annual amount of \$100,000 and authorizing the City Manager to execute all necessary documents.					
<b>FINANCIAL SUMMARY</b>					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	<b>2013-14 thru 2017-18</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget	0	1,955,429	384,000	2,339,429	<b>2,339,429</b>
Encumbered/Expended Amount	0	-1,722,014	0	-1,722,014	<b>-1,722,014</b>
This Item	0	-16,000	-384,000	-400,000	<b>-400,000</b>
BALANCE	0	217,415	0	217,415	<b>217,415</b>
<b>FUND(S):    WAREHOUSE</b>					
<p><b>COMMENTS:</b> This item approves price quotes. Expenditures will be made in the Warehouse Stock Department based on need within the approved budget appropriations for each year of the contract. The estimated amount to be spent annually beginning in FY 2013-14 is \$16,000. The estimated future annual amount to be spent in FY 2014-15 is \$100,000, FY 2015-16 \$100,000, FY 2016-17 \$100,000 and FY 2017-18 \$84,000, which will be made within approved budget appropriations. Remaining balance will be used for other Inventory purchases.</p> <p><b>STRATEGIC PLAN GOAL:</b> Providing Original Equipment Manufacturer (OEM) Chevrolet repair/replacement parts for the repair of City equipment for Warehouse inventory relates to the City's Goal of a Financially Strong City with Service Excellence.</p>					
<b>SUMMARY OF ITEM</b>					
Staff recommends the bid of Friendly Chevrolet in the estimated annual amount of \$100,000, be accepted as the lowest responsive, responsible bid and conditioned upon timely execution of any necessary contract documents.					



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List of Supporting Documents: Memo Bid Recap	Other Departments, Boards, Commissions or Agencies



# Memorandum

**Date:** June 13, 2014

**To:** Teresa Shelstad, Purchasing Buyer

**From:** Josh Mathewes, Inventory Control/Asset Disposal Supervisor

**Subject:** Award of Bid #2014-250-C Chevrolet Automobile & Light Truck OEM Parts

Based on inventory requirements and Fleet Services specifications Inventory Control/ Asset Disposal (ICAD) concurs with the Purchasing Staff recommendation to award the complete bid to Friendly Chevrolet; to obtain the greatest percentage off list pricing discount; in the estimated annual amount of \$100,000.

Failure to award this bid could result in extended lead times, higher procurement costs and the inability to provide inventory in an emergency or maintenance situation.

The specifics of this bid are on file with the Purchasing Division.

Josh Mathewes  
Inventory Control/Asset Disposal  
Supervisor

**CITY OF PLANO**  
**BID NO. 2014-250-C**  
**Chevrolet Automotive & Light Truck OEM Parts**  
**BID RECAP**

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**Bid opening Date/Time:** June 6, 2014

**Number of Vendors Notified:** 373

**Vendors Submitting "No Bids":** 0

**Bids Evaluated Non-Responsive to Specifications:** 0

**Number of Bids Submitted Responsive to Bid:** 2

<b><u>Vendor</u></b>	<b><u>Percentage Discount</u></b>
Friendly Chevrolet	38%
Freedom Dodge and Chevrolet	36%

**Recommended Vendor:**

Friendly Chevrolet	38%
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*Teresa Shelstad*

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Teresa Shelstad  
Buyer I

*June 30, 2014*

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Date