



## Recommendation for Action

**File #:** 23-3107, **Agenda Item #:** 7.

11/2/2023

### **Posting Language**

Authorize execution of a contract for mobile and in-shop glass replacement services for City-owned vehicles and equipment with Longhorn Mobile Glass Service Inc., for a term of five years in an amount not to exceed \$864,000.

[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 goods and services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established].

### **Lead Department**

Financial Services Department.

### **Client Department(s)**

Fleet Mobility Services, Aviation.

### **Fiscal Note**

Funding in the amount of \$162,800 is available in the Fiscal Year 2023-2024 Operating Budget of Fleet Mobility Services. Funding in the amount of \$10,000 is available in the Fiscal Year 2023-2024 Operating Budget of Aviation. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Financial Services Department issued an Invitation for Bids (IFB) 7800 AAM1000 for these goods and services. The solicitation was issued on May 22, 2023, and closed on June 13, 2023. 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://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=138796)  
<[https://financeonline.austintexas.gov/afo/account\\_services/solicitation/solicitation\\_details.cfm?sid=138796](https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=138796)>.

### **For More Information:**

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: [FSDCentralProcurementRCAs@austintexas.gov](mailto:FSDCentralProcurementRCAs@austintexas.gov)  
<<mailto:FSDCentralProcurementRCAs@austintexas.gov>> or 512-974-2500. Respondents to the solicitation and their Agents should direct all questions to the Authorized Contact Person identified in the solicitation.

### **Additional Backup Information:**

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

This contract will replace a contract which expires December 31, 2024. Authorization on the current contract

will be exhausted prior to the expiration date due to higher demand for contract services than originally estimated. The recommended contractor is the current provider for these services. The requested authorization amount was determined using departmental estimates based on historical spend as well as forecasting for future needs.

If the City is unable to secure a contract, the City will not have a reliable and continuous source for glass repair and replacement services and will be forced to procure these services on an as needed basis, which may result in higher pricing and higher operational costs.