



City of Austin

Recommendation for Action

File #: 24-6041, **Agenda Item #:** 26.

11/21/2024

Posting Language

Authorize execution of a contract for kitchen equipment maintenance and repair services for all City departments with Greenwich, Inc. d/b/a Commercial Kitchen Parts & Service, for an initial term of three years with up to two one-year extension options, in an amount not to exceed \$2,010,000. Funding: \$395,000 is available in the Fiscal Year 2024-2025 Operating Budget of various City departments. Funding for the remaining contract term is contingent upon available funding in future budgets.

Lead Department

Financial Services Department.

Client Department(s)

All City Departments.

Fiscal Note

Funding in the amount of \$395,000 is available in the Fiscal Year 2024-2025 Operating Budget of various City departments.

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 solicitation IFB 5000 MLJ1023 for these services. The solicitation was issued on July 15, 2024, and closed on September 5, 2024. 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 website. This information can currently be found at https://financeonline.austintexas.gov/afo/account_services/solicitation/solicitation_details.cfm?sid=141116.

MBE/WBE:

This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (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.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at 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 multiple departments with preventative maintenance and repair services for a variety of kitchen equipment. Preventative maintenance services performed monthly extend the life of the equipment, maximize equipment efficiency, and reduce the need for repairs. The kitchen equipment supports food and

drink preparation and storage at various City department locations.

The recommended contractor is the current provider of these services. The requested authorization amounts were determined using historical spending amounts and additional department needs. The contract replaces a contract expiring February 12, 2025.

A delay in contract approval will impact the City's ability to maintain city wide kitchen equipment.