



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: October 5, 2020

TO: Larry Davis, Assistant City Manager

FROM: Patricia Martin, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval for Oil & Filter Changes Contract for Equipment Service with Terry Labonte Chevrolet dba. Traders Chevrolet contract # 2020-10829. The contract is for three (3) years.

Solicitation:

At the request of Equipment Services, Procurement Services solicited for Oil & Filter Changes. This solicitation took place under GePS Event # 9944. There were two (2) responsive firms for this event. This contract was multi-awarded to two (2) local vendors.

Recommendation:

The Procurement Services Division concurs with Equipment Services to approve this contract #2020-10828 for a three (3) year term with Terry Labonte Chevrolet dba. Traders Chevrolet.

Outreach:

- There were 868 vendors solicited through GePS.
- No local M/WBE firms provide this service.

Financial information:

- Contract 2020-10829
- Account #680-0000-00.1650
- Contract Term: October 15, 2020 –October 14, 2023
- FY21
- Estimated one year contract value: \$50,000.00
- Expenses will be put on VBA (Virtual Business Card- P-card)

Jerry Gunter/PM
Attachment