



AGENDA ACTION FORM

Consideration of a Resolution Awarding the Bid for the Purchase of Various Fleet Maintenance Items

To: Board of Mayor and Aldermen
From: Chris McCartt, City Manager *CM*

Action Form No.: AF-38-2024
Work Session: February 5, 2024
First Reading: N/A
Final Adoption: February 6, 2024
Staff Work By: Committee
Presentation By: C. McCartt, R. McReynolds

Recommendation:
Approve the Resolution

Executive Summary:
Bids were opened on January 9, 2024 for the purchase of various fleet maintenance inventory items stocked at the Fleet Maintenance Department warehouse located @ 625 W. Industry Drive. The bid was issued to secure pricing for a twelve month time frame and included a total of 204 items to be purchased on an as needed basis.

The invitation to bid was publicly advertised on December 2, 2023 in the Kingsport Times News and downloadable bid documents were posted on the Purchasing Department’s website for a time period of 38 calendar days. Bids were received from 9 vendors. Low bids from one of the vendors is in excess of \$50,000.00 for various items. As a result of that bidder’s offering, BMA approval is required for that bid only. Seven bidders are to be awarded purchase orders as a result of their replies to this bid.

The bid from Free Service Tire offered low pricing for various items totaling \$53,495.00.

The City is not required to purchase any of the items from this bid unless and until those items are needed as defined by the requirements of the bid. The City reserves the right to determine the low bidder either on the basis of the individual items or on the basis of all items included in its Invitation to Bid. Funding available in various accounts.

- Attachments:**
- 1. Resolution
 - 2. Bid Opening Minutes available for review @ <https://www.kingsporttn.gov/city-services/purchasing/>
 - 3. Bid Award Summary

	<u>Y</u>	<u>N</u>	<u>O</u>
Cooper	—	—	—
Duncan	—	—	—
George	—	—	—
Montgomery	—	—	—
Olterman	—	—	—
Phillips	—	—	—
Shull	—	—	—