

 <p style="text-align: center;"><b>Council Communication</b> Office of the City Manager</p>	<b>Date:</b> May 24, 2010
	<b>Agenda Item No.</b> 38C <b>Roll Call No.</b> <u>10-827</u> <b>Communication No.</b> <u>10-269</u> <b>Submitted by:</b> Merrill Stanley, Deputy City Manager

**AGENDA HEADING:**

Approving increase in purchase authority for Ford automotive repair services and vehicle alignments.

**SYNOPSIS:**

Recommend approval to increase the purchase authority for vehicle repair services, including wheel alignments and the deductible portion of extended diesel engine warranty repairs. The original annual contract purchase authority of \$25,000 for repair services from Noble Ford Mercury, Nick Nichols, Owner, 2406 N. Jefferson, Indianola, Iowa 50125, has been exhausted. Staff recommends an increase of \$15,000 to continue services through the remainder of the fiscal year and provide this service during next fiscal year.

**FISCAL IMPACT:**

Amount: \$40,000 (\$15,000 increase)

Funding Source: FY2009-10 Operating Budget, Equipment Maintenance Center Fund - Fleet Service Maintenance, CMO010401, IS010, page 49.

**ADDITIONAL INFORMATION:**

Annually, prior to the initiation of a new fiscal year, staff estimates and requests approval for appropriate funding of existing service contracts. This service contract was originally awarded through competitive bidding and issued a \$25,000 blanket purchase order. Costs for this contract have historically remained below the \$25,000 threshold, but vacancies in Fleet Mechanic positions meant the remaining staff was not able to keep pace with the demand for repairs on a timely basis. Contract services were used to fill the gap. An increase in purchase authority is necessary to continue uninterrupted service to the City's vehicle fleet.

**PREVIOUS COUNCIL ACTION(S): NONE**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**

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