



Legislation Text

File #: 16-0026, **Version:** 1

DATE: January 6, 2016

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator
Russell Truell, Assistant City Administrator / CFO
Joe York, Streets Director
Brian Wilcox, Purchasing Manager

SUBJECT:

Acknowledge report of sole-source purchase from Crawford Door Sales of Nashville, Inc. in the total amount of \$31,752.46 for replacing a garage door for the Fleet Maintenance Division of the Streets Department (CoF contract no. 2015-0398)

Purpose

The purpose of this procurement is to replace a garage door at the Fleet Maintenance area of Building No. 2 at the Public Works Facility, including removal and disposal of the existing door and supply, delivery and installation of the new door. The new door will open and close faster than the existing door, thereby not allowing as much indoor treated air to escape the building. In addition, this door is clear, so employees will be able to see out of the building if someone pulls up such as for service and deliveries.

Background

City Purchasing Policy allows for the following category of sole-source purchases valued at or greater than \$25,000 not to require individual authorization by the Board of Mayor and Aldermen (but which shall be reported to the Board): Repairs to, maintenance of, licenses for and/or maintenance agreements for products already in use by the City, so long as the product manufacturer representative has stated in writing that the vendor is the sole source available to the City of Franklin, and so long as the vendor has stated in writing that the quoted pricing is the lowest municipal unit pricing available at that time and in the foreseeable future for the quantity indicated.

Staff is of the opinion that the proposed purchase, if authorized, would be a sole-source purchase. Evidence to support this opinion includes Crawford is who won the bid when the Rytec brand of doors were installed at the City's public works facility, and Crawford is the only distributor of this brand of door in middle Tennessee. Crawford Door Sales has stated in writing that the quoted pricing is the lowest municipal unit pricing available at this time and in the foreseeable future for the quantity indicated.

Financial Impact

The Streets Department Fleet Maintenance Division budget for fiscal year 2016 allocates \$40,000 out of the General Fund for the purchase of building repair and maintenance services, including this purchase. The

Streets Department Fleet Maintenance Division has indicated that the City's approved budget currently provides sufficient funding for this purchase.

Recommendation

Staff recommends that the Board of Mayor and Aldermen acknowledge receipt of this report of sole-source purchase from Crawford Door Sales of Nashville, Inc. in the total amount of \$31,752.46 for replacing a garage door for the Fleet Maintenance Division of the Streets Department (CoF contract no. 2015-0398). Purchasing Manager Brian Wilcox is of the opinion that the proposed sole-source purchase appears to be justified.