



MEMORANDUM

December 30, 2009

TO: Board of Mayor and Aldermen

FROM: Eric S. Stuckey, City Administrator
Russell Truell, Assistant City Administrator / CFO
Lisa Clayton, Director
Brian Wilcox, Purchasing Manager

SUBJECT: Consideration of bid award to Neely Coble Co., Inc. of Nashville in the amount of \$50,048.00 for one (1) landscape truck for the Parks Department (Purchasing Office Procurement Solicitation No. 2010-025; \$55,000.00 budgeted in 110-89520-44700 for fiscal year 2010)

Purpose

The purpose of this memorandum is to provide the Board of Mayor and Aldermen (BOMA) with information to consider the purchase of one (1) landscape truck for the Parks Department.

Background

The Parks Department budget for fiscal year 2010 allocates \$55,000.00 out of the General Fund for the purchase of one (1) landscaping truck. This equipment would be used by the department's landscaping and grounds crews to transport equipment and personnel to job sites. The new landscape truck would replace a pickup truck that was disposed of as surplus property in the spring of 2009 and would become the second of two landscape trucks in the Parks Department's fleet of vehicles.

Financial Impact

The City published on December 3, 2009 a Notice to Bidders in the *Williamson Herald* for a minimum of one (1) new and unused landscape truck. In addition, bid documents were sent on or about the same date directly to nineteen (19) potential bidders known or thought to be interested in this solicitation. A bid from one (1) vendor was publicly opened at the bid opening held on December 17, 2009. A tabulation of the bids received for this solicitation is attached. The apparent lowest, most responsive and responsible bid, from Neely Coble Co., Inc. of Nashville, is in the amount of \$50,048.00 for the specified vehicle. This bid takes no exceptions and therefore appears to meet or exceed the City's intentions as expressed and implied by the City's specifications as well as the instructions, terms and conditions pertaining to this procurement solicitation. The apparent lowest best bid amount is \$4,952.00 (9%) under budget.

Options

In accordance with the bid documents, the City reserves the right to reject any and all bids. The City may award or reject all bids.

Recommendation

Staff recommends that the City accept the apparent lowest best bid, from Neely Coble Co., Inc. of Nashville, in the amount of \$50,048.00 for the specified vehicle. Purchasing Manager Brian Wilcox is of the opinion that the prepared specifications as distributed allowed for competition among multiple vendors, and that the staff recommendation appears to be made in a fair and impartial manner based upon the bids received.

