Date: October 25, 2010

To: GCT Board of Directors

From: Ken Mills  
Buyer/DBE Officer

RE: Report of Contracts Awarded

I. EXECUTIVE SUMMARY

In compliance with the Purchasing Resolution, staff is to provide a monthly report of purchases using the formal bid process and which have a value of $100,000 or less. Since the prior report, one applicable contract has been awarded as follows:

1. Contract: Recap Tires and Tire Maintenance Services

   a. Contractor: Parkhouse Tire, Inc.

   b. Dollar Amount: $71,800.00

   c. Award Rationale: Only one bid was received in response to a solicitation sent to seven prospective bidders. Parkhouse Tire, Inc., the incumbent, was the sole bidder and Daniels Tire Service submitted a “no bid.” Although only one bid was received, the contract was awarded based on adequate competition because Parkhouse, due to experience in prior procurements for these same items, anticipated competition and bid as if that were the case. Also, the bid prices are the same or less than in last year’s competitively awarded contract. Parkhouse’s bid was responsive to the IFB and is considered fair and reasonable.

   d. Comments: This indefinite quantity contract is based on estimated quantities of individual items, but allows GCT to order items as needed even if the actual quantities are different from the estimates. Prices are fixed for one year. Adequate funds have been budgeted. Parkhouse has provided excellent service and is a responsible contractor which is not listed in the Excluded Parties List System (EPLS).

It is recommended that the Board of Directors receive and file this report.

General Manager’s Concurrence