

**OFFICE OF THE CITY MANAGER
LITTLE ROCK, ARKANSAS**

**BOARD OF DIRECTORS COMMUNICATION
FEBRUARY 3, 2015, AGENDA**

Subject:	Action Required:	Approved By:
<p>Annual purchase order for the purchase of light-duty automatic transmission repair.</p> <p>Submitted By:</p> <p>Fleet Services Department</p>	<p style="text-align: center;">Ordinance √ Resolution Approval Information Report</p>	<p style="text-align: center;">Bruce T. Moore City Manager</p>
SYNOPSIS	<p>Approval of a resolution authorizing the City Manager to enter into a contract with Budget Transmission, Inc., for the purchase of light-duty automatic transmission repair for City of Little Rock fleet units. This annual purchase order is for one (1)-year, with an option to renew annually for two (2) additional years.</p>	
FISCAL IMPACT	<p>Purchases under this annual purchase order are estimated to be \$70,000.00 annually. Funds for this purchase are allocated in the Fleet Services Maintenance Account #600031-63315.</p>	
RECOMMENDATION	<p>Approval of the resolution.</p>	
CITIZEN PARTICIPATION	<p>N/A</p>	
BACKGROUND	<p>Fleet Services Staff developed specifications for the formal bidding process. Budget Transmission, Inc., was the only qualified vendor submitting a bid.</p>	