

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

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

<p>Subject:</p> <p>Annual purchase order for the purchase of automobile oils and lubricants.</p> <p>Submitted By:</p> <p>Fleet Services Department</p>	<p>Action Required:</p> <p style="text-align: center;">Ordinance √ Resolution Approval Information Report</p>	<p>Approved By:</p> <p style="text-align: center;">Bruce T Moore City Manager</p>
<p>SYNOPSIS</p> <p>FISCAL IMPACT</p> <p>RECOMMENDATION</p> <p>CITIZEN PARTICIPATION</p> <p>BACKGROUND</p>	<p>Approval of a resolution authorizing the City Manager to enter into a contract with Mid-South Sales, Inc., for the purchase of automobile oils and lubricants for use in all 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> <p>Purchases under this annual purchase order are estimated to be \$125,000.00 annually. Funds for this purchase are allocated in the Fleet Services Parts Account #600013-60310.</p> <p>Approval of the resolution.</p> <p>N/A</p> <p>Fleet Services Staff developed specifications for the formal bidding process. Three (3) qualified bids were received with Mid-South Sales, Inc., submitting the lowest qualifying bid.</p>	