



PROCUREMENT PROCEDURE

**SUBJECT: Procurement Repair of Commercial Vehicles & Equipment No. P-10
and Landfill Equipment**

Effective: September 1, 1995

Revised: June 1, 2013

Approved: Constance P. Sanchez Date: 6-18-2013
Constance P. Sanchez
Director of Finance

I PURPOSE:

The purpose of this procedure is to establish methods for procurement of commercial vehicle & equipment repairs and landfill equipment repairs by Fleet maintenance Departments/Divisions of the City of Corpus Christ.

II SCOPE :

This procedure applies to fleet maintenance personnel responsible for obtaining service repairs on commercial vehicles and equipment and landfill equipment.

III PROCEDURE:

High volume workloads and operational responsiveness required in fleet maintenance necessitate frequent use of commercial repair services. To ensure that Vehicle Repair funds (Account number 530100) are expended in a responsible manner, the following procedures will be used by fleet maintenance personnel in direct fleet repair support and landfill equipment repair support:

Purchase Range

Procedures

\$1 to \$3,000

No verbal or written quotes required.

>\$3,000 to \$50,000

Fleet maintenance support and landfill equipment repair support personnel will obtain a minimum of two written bids/estimates. At least two (2) Historically Underutilized Businesses (HUBs) will be contacted if

able to provide services required. Approval by the Director over the respective fleet department/division or designee, and a Purchasing Division Buyer is required prior to bid acceptance. Copies of all bids/estimates received will be attached to vendors billing invoices when processing for payment.

>\$50,000

Public advertising, formal bids, & Council approval as required in Procedures P-6 and P-7 unless designated by the City Manager as an **emergency** repair. In cases of declared emergencies, all documentation will be forwarded to the City Manager for approval by the requesting Department. See Procedure P-3 for complete list of requirements. The Purchasing Division will provide the requesting department with assistance in obtaining repair bids/estimates if necessary.

All vehicles & equipment with documented wreck damage are required to have two or more written estimates prior to commencing repairs. Exceptions to the requirement are those repairs that are paid for by private insurance companies for damages caused by others.

Fleet maintenance support and landfill equipment repair support personnel will compile & maintain a listing of commercial automotive & equipment repair companies possessing the capability required to provide quality maintenance. Approval of individual repairs will be made on the basis of "best bid," that is most advantageous to the City with respect to safety, cost and delivery schedule.

Repairs not requiring bids will be assigned to vendors on a rotational basis using the Department's vendor listings. This will be done so as to ensure equitable distribution of City business among local businesses.

IV CONSEQUENCES FOR VIOLATION OF THIS PROCEDURE :

Failure to comply with this procedure may be grounds for disciplinary action as the circumstances and events may dictate.

V QUESTIONS REGARDING THIS PROCEDURE :

Questions regarding this procedure may be directed to the Assistant Director of Financial Services, or designee, at 826-3160.