

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

**BOARD OF DIRECTORS COMMUNICATION
NOVEMBER 2, 2020 AGENDA**

Subject:	Action Required:	Approved By:
<p>Annual purchase order for the purchase of Oils and Lubricants for City vehicles and equipment.</p> <p>Submitted By:</p> <p>Fleet Services Department</p>	<p>Ordinance √ Resolution</p>	<p>Bruce T. Moore City Manager</p>
SYNOPSIS	<p>A resolution to authorize the City Manager to enter into a contract with The McPherson Companies, Inc., for the purchase of Oils and Lubricants for use in all City Vehicles and Equipment.</p>	
FISCAL IMPACT	<p>The total amount is not to exceed \$150,000.00 annually, and funding is available in the Fleet Services Parts Account No. 600013-60310.</p>	
RECOMMENDATION	<p>Approval of the resolution.</p>	
BACKGROUND	<p>Fleet Services Staff developed specifications for the formal bidding process, Bid No. 997. Three (3) qualified bids were received with The McPherson Companies, Inc., submitting the lowest qualifying bid. This Annual Purchase Order is for one (1)-year, with an option to renew annually for two (2) additional years.</p>	