



THE CITY OF DAYTONA BEACH  
OFFICE OF THE PURCHASING AGENT

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DATE: February 12, 2020

TO: James Chisholm, City Manager

THRU: Michael Stallworth, Business Enterprise Management Manager *MS*

FROM: Kirk Zimmerman, Buyer

SUBJECT: Quotes for Citywide Oil Change

**REQUEST**

The Purchasing Division requests the City Manager approve a 1 year agreement with **4 Boys Tire & Service**, 424 S Nova Road, Daytona Beach, FL for **Citywide Oil Changes**.

**CONSIDERATION**

On 2/11/2020 quotes were received for **Citywide Oil Changes**. 15 companies were sent invitations as well as being posted on the City website. 1 quote was received by the current provider **4 Boys Tire & Service**. This is a unit price quote in which the City will pay awarded vendor only for the work they complete based on the unit prices they stated in their quote. Based on the quantities used in the past year the estimated annual total quote was **\$12,928.25**. This quote is good from **3/6/2020 through 3/5/2021**. The City will have the option to renew this quote for up to 2 terms of 1 year each by providing the Contractor written notice at least 60 days before the end of the current term.

Section 30-52 (a)

The city manager may authorize expenditures and enter into contracts for small purchases; however, where more than one purchase or expenditure is made or entered into in connection with and directly related to the same project, the cumulative value of such purchases or expenditures will not exceed \$25,000 without approval of the city commission. Expenditures for normal maintenance and operational expenses for city facilities and departments are not expenditures for "projects" subject to the cumulative value spending limitation. Small purchases may be made without competitive selection; however, the city manager will adopt written guidelines for use of informal procedures to insure cost efficiency.

Please indicate approval by signing below:

*James V. Chisholm*  
\_\_\_\_\_  
James V. Chisholm, City Manager

*2-18-2020*  
\_\_\_\_\_  
Date