



1. Date: October 17, 2017 2. Requesting Department: Fleet Management Department 3. Solicitation Number: S26416

4. Solicitation Name: Equipment, Caterpillar Engine Replacement 5. Estimated Dollar Amount: \$ \$3,808,532.93

6. Description of Solicitation (attach specifications/supporting documents):
The purchase of captive replacement parts and service engines for various departments.

PLEASE INDICATE WHETHER A PREVIOUS CONTRACT EXISTED FOR THIS SOLICITATION.

- A. Previous contract (if any): Yes No B. Previous contract number: 4600010348
- C. Goal on last contract 0% D. Was goal met? Yes No
- E. If goal was not met, what percentage did the vendor achieve? _____%
- F. Why wasn't goal achieved?

SELECT ONE TYPE OF GOAL MODIFICATION REQUEST FROM THE FOUR OPTIONS BELOW.

1. WAIVER

- A. I am requesting a waiver of the MWSBE Goal: Yes No
- B. Reason for waiver: (Check one)
 - A public or administrative emergency exists which requires the goods or services to be provided with unusual immediacy
 - If goods and services are specialized, technical, or unique nature as to require the City department to select its contractor without application of MWSBE provisions (such as contracts for expert witnesses, certain financial advisors or technical consultants)
 - MWSBE provisions impose an unwarranted economic burden or risk on the City or unduly delay acquisition of the goods or services, or is not in the best interest of the City; or
 - Level of MWSBE availability would produce minimal MWSBE participation.
 - Other: Sole Source Caterpillar Tractor Parts Services.

C. Detailed explanation for Waiver Reason:
Most of the parts are shipped directly to the City of Houston with the exception of stock items on inventory. Other items are picked up by City of Houston personnel. There is only one authorized distributor, and only a Caterpillar authorized mechanic can work on this type of equipment.

2. COOPERATIVE OR INTER-LOCAL AGREEMENT

- A. Is this a Cooperative/Inter-Local agreement? Yes No
- B. If yes, please specify the name of the agreement: _____
- C. Did the Department explore opportunities for using certified firms? Yes No
- D. Please explain how the department explored opportunities for using certified firms:
- E. Please explain why the Department did not explore opportunities for using certified firms:

526538
526567



3. REDUCED GOAL (to be completed by the department prior to advertisement)

A. I am requesting a MWSBE contract-specific goal below the following city wide goals:
Construction (34%) Professional Services (24%) Purchasing (11%)

Yes No If yes, please complete a Contract-Specific Goal Request Form and submit with this form.

4. GOAL REVISION AFTER ADVERTISEMENT

A. I am requesting a revision of the MWSBE Goal that has already been advertised: Yes No

B. Original goal: _____ C. Proposed new goal: _____ D. Advertisement date: _____

E. Will the project be re-advertised? Yes No F. Estimated dollar amount: \$ _____

G. Detailed reason for request:

Concurrence:

Lee Brown FMB 10/17/2017
Requesting Department Initiator Date

Department Director or Designee Date

FOR OBO OFFICE USE ONLY:

APPROVED:

	10/24/17	NON-DIVISIBLE	W835
OBO Deputy Director or Designee	Date	OBO Reason	Tracking #

DENIED:

OBO Deputy Director or Designee	Date	OBO Reason	Tracking #

COMMENTS: