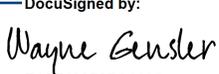
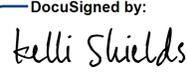
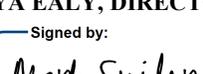




## INTER-OFFICE CORRESPONDENCE

**DATE: 3/12/2025**

<b>TO:</b>	<b>SIGNATURES</b>	<b>DATE</b>
	<small>DocuSigned by:</small>  <small>E4CF40976FC474C</small> <b>WAYNE GENSLER, VP/CHIEF OPERATING OFFICER</b>	Mar-17-2025
	<small>DocuSigned by:</small>  <small>992B89B1720E43D</small> <b>KELLI SHIELDS, VICE PRESIDENT OF HUMAN RESOURCES</b>	Mar-17-2025
	<small>DocuSigned by:</small>  <small>258BA0174E4544D</small> <b>AYA EALY, DIRECTOR OF PROCUREMENT</b>	Mar-13-2025
	<small>Signed by:</small>  <small>5718A39FD6E19479</small> <b>MARK SNIDER, DIRECTOR OF MAINTENANCE</b>	Mar-13-2025

**FROM:** Anthony Brown, Contract Administrator

**SUBJECT: Contract No. 25-035 Braun Specific Parts and Services (Buck's Wheel and Equipment Co.)**

For your review and signature, I have attached Contract No. 25-035 between Trinity Metro and Buck's Wheel and Equipment Company to provide Braun Specific Parts and Services. The term on the contract is one year with zero renewal options for an amount not to exceed \$50,000.

The effective date will be upon the final signature from Wayne Gensler.

No Board action is required for this contract.

Thank you,

Anthony Brown,  
Contract Administrator



# PURCHASE AUTHORIZATION TO AWARD CONTRACT

## BACKGROUND

On February 12, 2025, Trinity Metro issued Invitation for Bid IFB 25-T035, Braun Specific Parts and Services. One bid was received, Buck’s Wheel and Equipment Company. After conducting a Cost/Price analysis on approximately 10% of randomly selected parts from the parts list submitted with the bid, Buck’s Wheel and Equipment Co. was found to be the responsive and responsible bidder for the Braun Specific Parts and Services.

## PROCUREMENT

The Trinity Metro Procurement Department has followed its procurement policy with this formal solicitation and has complied with all applicable Federal, State, and Trinity Metro procurement requirements.

## FINANCE

Funding for these services will be paid from operational funds.

## RECOMMENDATION

Procurement recommends that Trinity Metro award the contract for Braun Specific Parts and Services in the amount of \$50,000 to Buck’s Wheel and Equipment Company.

DocuSigned by:  
*Wayne Gensler*  
By: \_\_\_\_\_ Date: Mar-17-2025  
E4CF40976FC44C...  
WAYNE GENSLER, CHIEF OPERATING OFFICER

DocuSigned by:  
*Aya Ealy*  
By: \_\_\_\_\_ Date: Mar-13-2025  
259BA6174E4324D  
AYA EALY, DIRECTOR OF PROCUREMENT