

IMPACT STATEMENT

Legislation title: Authorize a competitive solicitation and award of five contracts to provide Vehicle Upfitting Services for a five-year term and total amount not to exceed \$5 million (Ordinance)

Contact name: Nichelina Almirol-Robbins

Contact phone: 503-823-8252

Presenter name: Scott Schneider

Purpose of proposed legislation and background information:

The purpose of this legislation is to authorize a competitive solicitation and five (5) price agreements for Vehicle Upfitting Services for CityFleet managed vehicles for the next five (5) years. These price agreements will provide

CityFleet, is responsible for providing, maintaining, and repairing safe, reliable, and affordable vehicles and equipment to City bureaus and other government agencies. CityFleet maintains approximately 4,200 assets, including electric and plug-in hybrid electric vehicles, renewable natural gas vehicles, and renewable diesel vehicles.

CityFleet has a need of Vehicle Upfitting services for managed assets of the following types:

- Light-Duty Vehicle: <10,000 lbs.
- Medium-Duty Vehicle: 10,000 – 19,500 lbs.
- Light Heavy-Duty Vehicle: 19,001 – 26,000 lbs.
- Heavy-Duty Vehicle: >26,000 lbs.

These services include adding non-standard specialty equipment and tools to vehicles that are required to do the jobs and tasks of City work. For example, emergency lighting and sirens on emergency equipment.

There are approximately 300 upfits needed every year. CityFleet conducts hundreds of preventative maintenance jobs and repairs on 4200 assets in our fleet but requires vendors to perform the balance of the projects. CityFleet lacks the space, resources, and skills to do much of the upfitting work, necessitating the need for contracted upfitting vendors.

CityFleet has never solicited for price agreements for vehicle upfitting services, instead procuring these services individually for each repair. Soliciting many upfitting projects individually has slowed the volume of repairs that CityFleet can manage efficiently. Quality of service and timeliness of job completion has been difficult to enforce effectively due to lack of agreed-upon contractual standards. This impact negatively affects adjoining bureaus who need the upfitted vehicles to perform their job duties.

Multi-year price agreements will allow CityFleet to upfit a larger number of vehicles in a shorter amount of time, stabilize pricing over a longer period of time and provide better oversight of vendors performing work.

Financial and budgetary impacts:

The total not-to-exceed amount to be awarded through this legislation is \$5,000,000 over a period of five (5) years.

It is requested that Council authorize price agreements with the following companies for the stated not-to-exceed amounts:

Systems for Public Safety	\$2,500,000
RC Display Van	\$1,500,000
Pacific Truck Colors	\$500,000
Day Wireless Systems	\$250,000
Pacific Service Center	\$250,000

Based on historical usage of these services the level of confidence is “High”. Services will be requested as needed and charged against the approved CityFleet Operating budget.

No positions will be created, eliminated, or re-classified as a result of this legislation.

Community impacts and community involvement:

This legislation does not specifically impact communities served other than improving CityFleet’s ability to provide timelier, cost saving and higher quality services to customers, thereby increasing CityFleet’s efficiency. Delays in completing vehicle repairs directly impact CityFleet customers by limiting their ability to complete their work on-time and efficiently.

On December 28, 2020, the Chief Procurement Officer advertised RFP No. 00001580.

On January 27, 2021, seven (7) proposals were received and deemed responsive to the requirements of the solicitation. The proposals were evaluated and scored by a panel of evaluators. On March 4, 2021 a Notice of Short List was created. On March 26, 2021 five (5) proposers submitted written responses for a secondary evaluation which were evaluated and scored by a panel of evaluators. The City issued a Notice of Intent to Negotiate and Award price agreements on April 12, 2021. No protests or other public comment were received.

No known persons or groups will be testifying.

No future public involvement is anticipated or necessary for this request.

100% Renewable Goal:

Electronic systems utilized by the City for performing services under this Price Agreement are 100% powered by renewable energy sources.

This action does not increase or decrease the City's current total energy use.

Budgetary Impact Worksheet

Does this action change appropriations?

- ☐ **YES:** Please complete the information below.
☒ **NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount