

1 **BILL NO. S-15-11-26**

2 **SPECIAL ORDINANCE NO. S-_____**

3 **AN ORDINANCE** approving the awarding of RFP
4 **#3879 – FLEET MAINTENANCE SERVICE**
5 **AGREEMENT** by the City of Fort Wayne, Indiana,
6 by and through its Department of Purchasing and
7 **FIRST VEHICLE SERVICES** for the **FLEET**
8 **MANAGEMENT DEPARTMENT.**

9 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL**
10 **OF THE CITY OF FORT WAYNE, INDIANA;**

11 **SECTION 1.** That RFP #3879 – FLEET MAINTENANCE SERVICE
12 **AGREEMENT** between the City of Fort Wayne, by and through its
13 Department of Purchasing and FIRST VEHICLE SERVICES for the FLEET
14 MANAGEMENT DEPARTMENT, respectfully for:

15 four (4) year contract for Fleet Maintenance Services;
16 involving a total first year cost of THREE MILLION NINE HUNDRED
17 THIRTEEN THOUSAND TWO HUNDRED FOUR AND 00/100 DOLLARS -
18 (\$3,913,204.00) - (1ST YEAR TARGET COST - \$3,245,804.00; - NON-
19 TARGET REPAIRS - \$667,400.00) all as more particularly set forth in said
20 RFP #3879 – FLEET MAINTENANCE SERVICE AGREEMENT which is on
21 file in the Office of the Department of Purchasing, and is by reference
22 incorporated herein, made a part hereof, and is hereby in all things ratified,
23 confirmed and approved.
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SECTION 2. That this Ordinance shall be in full force and effect

from and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Carol Helton, City Attorney



SERVICE AGREEMENT

SUPPLIER NAME First Vehicle Services		CITY DEPARTMENT Fleet Maintenance	
STREET ADDRESS 600 Vine Street, Suite 1400		STREET ADDRESS 1705 S. Lafayette Street	
CITY, STATE, ZIP CODE Cincinnati, OH 45202		CITY, STATE, ZIP CODE Fort Wayne, IN 46803	
ATTENTION Jason Stack		INVOICE ADDRESS	
TELEPHONE 513-241-2200	FAX	CITY, STATE, ZIP CODE	
REMIT-TO ADDRESS		ATTENTION Larry Campbell	
CITY, STATE, ZIP CODE		TELEPHONE	FAX

Service Agreement: This Service Agreement and the referenced attachments listed below together form an agreement ("Agreement") between Buyer and Seller. The Agreement constitutes the entire understanding between the Buyer and Seller and shall not be amended, altered or changed except by a written agreement signed by the Parties hereto. In the event of a conflict between the City's amended RFP and Vendor's proposal, City's RFP shall prevail. Any additional or conflicting terms and conditions to those in the Agreement, either written or verbal are of no force and effect upon the Parties. This Agreement and subsequent purchase orders are contingent upon Common Council approval. The City is not invoking the proposed Parks Department alternate at this time. The City does not require a performance bond.

The following Attachments are part of this Agreement:

Amended City RFP #3879- **Exhibit C**
Vendors Proposal dated 7/28/15
Final Clarification Memo- **Exhibit A**
Revised Vendor pricing (Vendor attachment E & F) -
Exhibit B

Target Budget Fees:

2016 \$3,245,804.44
2017 \$3,321,380.35
2018 \$3,406,554.09
2019 \$3,494,583.26

SERVICE ADDRESS Same as Above
CITY, STATE, ZIP CODE
AGREEMENT START DATE January 1, 2016
AGREEMENT END DATE December 31, 2019

This Agreement Is entered into between Supplier and the City. The additional terms and conditions on the reverse side hereof are part of this Agreement. Capitalized terms on this page are used as defined terms when the context so requires. The City may extend the Contract at its option, for an equivalent period, by written notice to the Supplier not less than thirty days prior to the expiration date.

First Vehicle Services:

City of Fort Wayne:

By (Signature):	By (Signature):
Printed Name:	Printed Name:

COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

RFPs & BIDS

Bid/RFP #	RFP #3879 Fleet Maintenance Services
Awarded To	First Vehicle Services
Amount	\$3,245,804 Target Cost \$667,000 Non Target Repairs (budget)
Conflict of interest on file?	X ☐ Yes ☐ No
Number of Registrants	Four
Number of Bidders	One Bidder. Sent out to four national vendors, Six vendors were at pre-bid meeting
Required Attachments	

EXTENSIONS

Date Last Bid Out	August 2006
# Extensions Granted To Date	4 year contract with an optional 4 year extension available

SPECIAL PROCUREMENT

Contract #/ID (State, Federal, Piggyback--Authority)	
Sole Source/ Compatibility Justification	

BID CRITERIA *(Take Buy Indiana requirements into consideration.)*

Most Responsible, Responsive Lowest	X ☐ Yes ☐ No <i>If no, explain below</i>
If not lowest, explain	

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	Quoted price of this contract for the first three years is lower than the cost of the 2015 contract price \$3.4 million/yr.
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	Contract equipment and vehicle repair for all City Departments excluding Parks. This is a new contract starting in January 1 st 2016

REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	NA

FUNDING SOURCE

<i>Account Information.</i>	Fleet Department 5300 Series line 536T

Memo

To: Members of the Common Council
From: Steve Gillette, Director of Purchasing
Larry Campbell, Fleet Manager
CC: Bob Kennedy, Director of Public Works
Date: 11/16/2015
Re: RFP # 3879 Fleet Maintenance Services

In regards to the Fleet Maintenance contract for the City fleet repair of City vehicles and equipment RFP # 3879, we are seeking approval of a contract to First Vehicle Services (FVS) in the amount of \$3,245,804 for target costs and a budgeted \$667,400 for non-target repairs for the first year of a four year contract starting January 1st 2016. An average increase of 2.5% is anticipated in target cost for years 2, 3 and 4 of this contract.

The target cost amount quoted in this bid is lower in the first three years of this new contract as compared to the cost of the 2015 contract price. First Vehicle Services is the incumbent Vendor and has provided this service to the City the last fifteen years.

A cross functional selection team was created to establish the selection criteria and form the specifications and performance metrics for the new contract. Representatives from Purchasing, Fleet, Street, Police, Fire, Utilities, Public Works were all a part of the selection team.

Four national fleet maintenance vendors were contacted and provided the bid. Five total vendors (including local vendors) attended the mandatory pre-bid meeting and walk through. One Vendor, the incumbent, was the only bidder.

Your consideration and approval for this request is greatly appreciated.

Thank you

Steve Gillette, Larry Campbell