



**CITY OF PLANO
COUNCIL AGENDA ITEM**

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		03/14/16			
Department:	Police				
Department Head	Gregory W. Rushin				
Agenda Coordinator (include phone #): Lincoln Thompson (Ext. 7376)					
CAPTION					
Bid No. 2016-95-C for a one-year contract with four City optional one-year renewals for Plano Police Department Lease Vehicle Program to Acme Auto Leasing LLC in the estimated annual amount of \$146,604, and authorizing the City Manager to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2015-16, 2016-17, 2017-18, 2018-19, 2019-20, and 2020-21	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	182,000	659,718	841,718
Encumbered/Expended Amount		0	-85,272	0	-85,272
This Item		0	-73,302	-659,718	-733,020
BALANCE		0	23,426	0	23,426
FUND(S): GENERAL FUND					
<p>COMMENTS: This item approves price quotes. Expenditures will be made in the Police Department within the approved budget appropriations for each year of the contract. The estimated annual amount to be spent in FY 2015-16 for this contract is \$73,302. The estimated future amount is \$659,718, (\$146,604 in FY 2016-17, \$146,604 in FY 2017-18, \$146,604 in FY 2018-19, \$146,604 in FY 2019-20, and \$73,302 in FY 2020-21) and will be based on need within budget appropriations.</p> <p>STRATEGIC PLAN GOAL: Contracting lease vehicles for the Criminal Investigative Services Division relates to the City's Goal of a Financially Strong City with Service Excellence and Safe, Large City.</p>					
SUMMARY OF ITEM					
See Recommendation Memo.					
List of Supporting Documents:		Other Departments, Boards, Commissions or Agencies			
Recommendation Memo		NA			
Bid Recap					

Date: February 18, 2016
To: Diane Palmer-Boeck, Director of Purchasing and Project Management
From: Gregory W. Rushin, Chief of Police 
Subject: Award Recommendation for Bid 2016-95-C

The Police Department has a number of unmarked vehicles for use by various units of the Criminal Investigative Services Division (CISD). A lease vehicle program is necessary in providing vehicle types beyond the standard fleet for more covert operations.

A bid process was established because the current contract with Acme Auto Leasing is due to expire in April 2016. There were three bids returned; one from Acme Auto Leasing LLC (Acme), one from Enterprise Holdings (Enterprise), and one from Marple Fleet Leasing (Marple). Acme provided the lowest bid at the fixed monthly price of \$643 per vehicle. This bid was \$7 less per vehicle than the bid provided by Enterprise and \$107 less per vehicle than the bid provided by Marple. The cost per vehicle includes all preventative maintenance, replacement vehicles when necessary, and a wide variety of models and styles of vehicles. Also included is the confidential administration of the program, meaning the City of Plano will not be divulged as the lessee, which is vital to covert operations.

The current contract with Acme provides a variety of vehicles from four-door sedans to pickup trucks and sport-utility vehicles. Acme has been meeting all expectations since the current contract was awarded in 2012. The Plano Police Department will be leasing nineteen vehicles on a one-year contract with four optional one-year renewals. The estimated annual amount of the contract for the nineteen vehicles is \$146,604. The continued use of the lease vehicles is vital to police operations. The impact, if not awarded, will be a reduction in the efficiency and effectiveness of service provided to the citizens during various operations.

It is the recommendation of the Plano Police Department to award bid #2016-95-C titled "Plano Police Department Lease Vehicle Program," to Acme Auto Leasing LLC, as the lowest responsive, responsible bidder that met the specifications per the bid solicitation.

**CITY OF PLANO
BID NO. 2016-95-C
PLANO POLICE DEPARTMENT LEASE VEHICLE PROGRAM
BID RECAP**

Bid Opening Date/Time: February 15, 2016 @ 3:00 pm

Number of Vendors Notified: 603

Vendors Submitting "No Bids": 1

Bids Deemed Nonresponsive: 0

Number of Bids Submitted: 3

Monthly Fixed Rate Fee Per Vehicle

Acme Auto Leasing LLC \$643.00

Enterprise Holdings \$650.00

Marple Fleet Leasing \$750.00

Recommended Vendor:

Acme Auto Leasing LLC \$643.00

Lincoln Thompson

Lincoln Thompson
Senior Buyer

February 25, 2016

Date