



**CITY OF PLANO  
COUNCIL AGENDA ITEM**

<b>CITY SECRETARY'S USE ONLY</b>					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		3/26/2012			
Department:		Purchasing			
Department Head		Diane Palmer-Boeck			
Agenda Coordinator (include phone #): <b>Aimee Storm Ext. 7248</b>					
<b>CAPTION</b>					
Bid No. 2012-69-C for a one (1) year contract term with three (3) optional one (1) year renewals for a Lease Vehicle Program for the Plano Police Department to Acme Auto Leasing, LLC in the estimated annual amount of \$148,200 and authorize the City Manager to execute all necessary documents.					
<b>FINANCIAL SUMMARY</b>					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	<b>2011-12, 2012-13, 2013-14 and 2014-15</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		0	174,000	395,200	<b>569,200</b>
Encumbered/Expended Amount		0	-91,607	0	<b>-91,607</b>
This Item		0	-49,400	-395,200	<b>-444,600</b>
BALANCE		0	32,993	0	<b>32,993</b>
<b>FUND(s):    GENERAL FUND</b>					
<p><b>COMMENTS:</b> 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 2011-12 for this contract is \$49,400. The estimated future amount is \$395,200, (\$148,200 in FY 2012-13, \$148,200 in FY 2013-14, and \$98,800 in FY 2014-15) and will be based on need within budget appropriations.</p> <p><b>STRATEGIC PLAN GOAL:</b> 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>					
<b>SUMMARY OF ITEM</b>					
Staff recommends the purchase of a Lease Vehicle Program for the Plano Police Department's Criminal Investigative Services Division from Acme Auto Leasing, LLC in the estimated annual amount of \$148,200.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Memorandum					
Bid Recap					



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## **MEMORANDUM**

**Date:** March 15, 2012  
**To:** Gregory W. Rushin, Chief of Police  
**From:** W.D. Hiney, Lieutenant, CISD  
**Subject:** Award Recommendation for Bid 2012-69-C (Lease Vehicle Program)

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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 Enterprise Rental is due to expire in June 2012. There were two bids returned; one from Acme Auto Leasing LLC (Acme) and one from Enterprise Holdings, Inc (Enterprise). Acme provided the lowest bid at the fixed monthly price of \$650 per vehicle. This bid was \$155 less per vehicle than the bid provided by Enterprise. Through the annual contract this is a savings of \$35,340. The cost per vehicle includes all maintenance, replacement vehicles when necessary, and a wide variety of models and styles of vehicles.

The current contract provides a variety of vehicles from four-door sedans to pickup trucks and sport-utility vehicles. The vehicles are priced depending on the style of vehicle provided. Our color selections vary, but are limited. The new contract will provide for a wider variety of vehicles to include a larger color selection at a flat monthly rate per vehicle. We do not anticipate a change in fuel usage due to the nature of the work. While we will have a variety of vehicles available to us we have certain operational needs that require specific vehicles. The selection of vehicles will be based on operational needs while maintaining fiscal responsibility.

Plano Police Department lease of vehicles will be under a one-year contract with three optional renewals. The estimated annual amount of the contract is \$148,200. The use of 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 #2012-69-C, titled "Plano Police Department Lease Car Program," to Acme Auto Leasing LLC, as the lowest responsive, responsible bidder per the bid solicitation.

**CITY OF PLANO**  
**BID NO. 2012-69-C**  
**Plano Police Department Lease Vehicle Program**

**BID RECAP**

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**Bid opening Date/Time:** March 5, 2012 @ 3:00 pm

**Number of Vendors Notified:** 812

**Vendors Submitting "No Bids":** 0

**Bids Evaluated Non-Responsive to Specifications:** 0

**Number of Bids Submitted Responsive to Bid:** 2

Acme Auto Leasing, LLC \$650.00 per vehicle per month

Enterprise Holdings, Inc. \$805.00 per vehicle per month

**Recommended Vendor:**

Acme Auto Leasing, LLC \$650.00 per vehicle per month

*Aimee Storm*

*March 14, 2012*

\_\_\_\_\_  
Aimee Storm  
Buyer Supervisor

\_\_\_\_\_  
Date