



**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:	4/25/11
Department:	Purchasing/Fleet
Department Head	Diane Palmer-Boeck/Reid Choate
Agenda Coordinator (include phone #): Earl Whitaker x7074	

CAPTION

Bid No. 2011-126-B for the purchase of eight (8) Pick Up Trucks for Fleet Services to be utilized by Environmental Waste, Municipal Drainage, Pumping Facilities, Utility Cut Services, Ground Maintenance District #1 and #3, Park Support Services, & Athletic Field Maintenance from Baby Jack II Automotive (Caldwell Country Chevrolet) in the amount of \$164,798 and authorizing the City Manager to execute all necessary documents.

FINANCIAL SUMMARY

NOT APPLICABLE OPERATING EXPENSE REVENUE CIP

FISCAL YEAR: 2010-11	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget	0	255,000	0	255,000
Encumbered/Expended Amount	0	0	0	0
This Item	0	-164,798	0	-164,798
BALANCE	0	90,202	0	90,202

FUND(S): EQUIPMENT REPLACEMENT FUND

COMMENTS: Funds are included in the FY 2010-11 adopted budget to purchase eight (8) Baby Jack II Automotive Pick-Up Trucks utilizing the City of Plano Bid #2011-126-B. The eight (8) Pick-Up Trucks are for the following Departments: 748/Environmental Waste, 471/Municipal Drainage, 764/Pumping Facilities, 767/Utility Cut Services, 658/Ground Maintenance District #3, 644/Ground Maintenance District #1, 643/Park Support Services and 637/Athletic Field Maintenance.

STRATEGIC PLAN GOAL: Providing Automotive Pick-Up Trucks for the City's Fleet Services Department relates to the City's goal of a Financially Strong City with Service Excellence.

SUMMARY OF ITEM

Staff recommends the bid of Baby Jack II Automotive (Caldwell Country Chevrolet) in the amount of \$164,798 be accepted as the lowest responsive, responsible bid, and conditioned upon timely execution of any necessary contract documents. This purchase is for the Fleet Department to be utilized by Environmental Waste, Municipal Drainage, Pumping Facilities, Utility Cut Services, Ground Maintenance District #1 and #3, Park Support Services, & Athletic Field Maintenance (2011-126-B).

List of Supporting Documents:

Other Departments, Boards, Commissions or Agencies



**CITY OF PLANO
COUNCIL AGENDA ITEM**

Award Memo, Bid Recap	N/A



MEMORANDUM

Date: March 28, 2011
To: Bruce D. Glasscock, City Manager
From: Reid Choate, Fleet Manager
Subject: FY 10-11 Pick-Up Purchase Recommendation

After review of all bids received on City of Plano Bid #2011-126-B it is the recommendation of Fleet Services to purchase line items 1,3,4,5,6,7 and 8 from Baby Jack II Automotive (Caldwell Country Chevrolet), the lowest responsive, responsible bidder meeting specifications, in the amount of \$164,798. Line item 2 will not be awarded due to an ambiguity in the specifications for that line item.

These vehicles are for the replacement of the following vehicles:

Item 1 Replaces unit 03315 in Cost Center 748/Environmental Waste Collections.

Unit 03315 is assigned to 45-748/Environmental Waste Services, as one of the Self-Directed Work Team (SDWT) Supervisor units. This vehicle is used daily traveling an average of 12,000+ miles annually, as a field unit, allowing the supervisor to perform his direct responsibilities associated with the residential trash, recycling, yard trimmings collections. In addition, the unit allows the supervisor to operate in the field for the majority of the day performing the following:

- Driver safety audits, performance observations and trainings of their assigned 8-9 drivers
- Responding to residential work orders averaging 1,954 per supervisor annually
- Insuring services are provided to an average of 14,130 individual residents
- Responding to after-hour and weekend issues as part of the On-call rotation
- Complete accident and property incident claim investigations
- Supporting City "special events" and other operational service areas as it relates to road conditions, trash, tree limbs and alley clearances

If Unit 03315 is not approved to be replaced, it would lead to a direct impact to our current level of services and operational protocols. Specifically there would be:

- Decrease in service level provided to our residents and increase in residential complaints
- Reduction in field time and residential coverage by supervisors
- Increase in costs associated with operations, equipment maintenance and payroll
- Increase in safety related accidents and/or property claims and associated insurance costs
- Decrease in support to operational issues from other City departments

Item 3 Replaces unit 04300 in Cost Center 471/Municipal Drainage and unit 03324 in Cost Center 764/Pumping Facilities.

Unit 04300 is utilized as a Supervisor for transportation to the various work sites he is responsible for. The supervisor also investigates customer complaints for Service Requests prior

to assigning crews to make repairs. It will also be utilized for refueling equipment located in remote locations away from fuel sources, particularly during snow and ice events and the debris loader here at the Service Center. If it is not replaced the crews will be working without adequate supervision. We will not be able to refuel loading equipment at the remote sand/salt storage areas without great difficulty.

Unit # 03324 is a 2003 ext. cab utility bed ¾ utility truck. We are asking for it to be downgraded to a ½ ton ext. cab regular bed pickup thus saving the Equipment Replacement Fund.

This particular unit is used for collecting State required water samples which must be done daily. Given the serious difficulties we had last June with our State mandated biological water sample testing, one of the items investigated as a potential cause was the cleanliness of this particular vehicle as it was used for various purposes by various individuals. Water samples must be maintained in a clean environment during collection and transport to the lab. The investigation did not prove to be the cause, but the potential needs to be removed. The replacement vehicle will be utilized by our water sampling crew leader and for her use the remainder of the day to check pump stations. It will not be utilized to transport several individuals to work assignments. This will allow better monitoring of the vehicle cleanliness and responsibility will rest with one employee.

Item 4 Replaces unit 02308 in Cost Center 767/Utility Cut Services.

The vehicle is utilized as a Supervisor for transportation to the various work sites he is responsible for. The supervisor also investigates customer complaints for Service Requests prior to assigning crews to make repairs. It also includes a diesel fuel tank for filling equipment located in remote locations from fuel sources, particularly during snow and ice events and the debris loader here at the Service Center. If it is not replaced the crews will be working without adequate supervision. We will not be able to refuel loading equipment at the remote sand/salt storage areas.

Item 5 Replaces unit 01333 in Cost Center 658/Ground Maintenance District #3.

Unit 01333 is a dedicated Park District Asst. Supervisor truck and it is an essential piece of equipment necessary to oversee crews and monitor site conditions of in-house and contractually maintained properties in Grounds Maintenance District 3. This district operates in a geographical area in the northwestern 1/3 of the city, which oversees over 600 acres of parks and public building properties.

Impact if this vehicle were not replaced:

1. Inadequate supervision of crews
 - Reduction of actual work performed by crew members
 - Reduction of crew members' adherence to policy
 - Reduction in the response time for employee accidents/injuries, compromising crew safety
2. Inadequate oversight of in-house maintenance of properties
 - Decrease site inspection response time, which would result in delayed follow-up with crew
 - Decrease the ability to individually handle details at sites or assist multiple crews throughout the day
3. Inadequate oversight of contractual maintenance of properties
4. Decrease site inspection response time, which would result in inadequate documentation and delayed follow-up with contractor

5. Inadequate response time for customer complaints/concerns
 - Impact on the Parks Department's history of customer service excellence
6. Inadequate emergency response time
 - Coordination of crews in inclement weather situations, i.e. downed trees, winter storm events, etc.
 - Coordination of crews during ICS Emergency Operations

Item 6 Replaces unit 01340 in Cost Center 644/Ground Maintenance District #1.

Unit 01340 is a dedicated Park District Asst. Supervisor truck and it is an essential piece of equipment necessary to oversee crews and monitor site conditions of in-house and contractually maintained properties in Grounds Maintenance District 1. This district operates in a geographical area east of US 75, which oversees over 700 acres of parks and public building properties.

Impact if this vehicle were not replaced:

1. Inadequate supervision of crews
 - Reduction of actual work performed by crew members
 - Reduction of crew members' adherence to policy
 - Reduction in the response time for employee accidents/injuries, compromising crew safety
2. Inadequate oversight of in-house maintenance of properties
 - Decrease site inspection response time, which would result in delayed follow-up with crew
 - Decrease the ability to individually handle details at sites or assist multiple crews throughout the day
3. Inadequate oversight of contractual maintenance of properties
4. Decrease site inspection response time, which would result in inadequate documentation and delayed follow-up with contractor
5. Inadequate response time for customer complaints/concerns
 - Impact on the Parks Department's history of customer service excellence
6. Inadequate emergency response time
 - Coordination of crews in inclement weather situations, i.e. downed trees, winter storm events, etc.
 - Coordination of crews during ICS Emergency Operations

Item 7 Replaces unit 99344 in Cost Center 643/Park Support Services.

Unit 99344 is assigned to the 643/Park Support, Assistant District Supervisor (ADS). This vehicle is used daily in maintaining sites and supporting numerous park operations citywide. The Park Support ADS performs routine inspections related to safety and condition of park sites and assets, administrates the activities of various contractors along with the work of 5 direct reports in the areas of:

- City-wide trail maintenance for over 65 miles of trail
- In-house park construction projects related to structure and fixture maintenance (restrooms, shade shelters, fencing, bridges, etc.)
- Special event support during and after hours (amphitheater, Balloon Fest, Dickens)
- Investigate and respond to citizen service requests
- Investigate and respond to other department service request
- Response to weather related events
- Various other activities related to park support and maintenance

If unit 99344 is not replaced or no longer available as part of Park Support's rolling stock inventory, all of the above requirements and responsibilities would be affected significantly. Park Support Supervisors have responsibilities at all neighborhood parks, community parks, athletic sites, greenbelts and linear parks citywide. A reduction in rolling stock inventory would result in the following:

- Delays in scheduled park site condition and safety inspection
- Contractors and in-house employees would not receive all the necessary support, supervision and follow up for work performed
- Delays in repairs and replacements of park assets
- Delays in response to citizen service requests
- Delays in response to other department service requests
- Delays in response to weather related events

Item 8 Replaces unit 02312 in Cost Center 637/Athletic Field Maintenance.

Unit 02312 is a supervisor truck. It is a $\frac{3}{4}$ ton super crew cab. The $\frac{3}{4}$ ton size is due to carrying a 75 gallon diesel tank at all times and occasionally having to pull the large 30' trailers. (Normally 1-ton trucks pull these) The super crew cab is required to transport site-based crews who do not have a vehicle from site to site. The new truck features match the existing unit.

If this vehicle is not replaced, the supervisor will not have transportation. There are 5 vehicles in this cost center; two supervisor vehicles, 2 crew vehicles, and one large dump truck. This cost center provides athletic field preparation and maintenance at 16 athletic sites located across the city.

All items are scheduled replacements in the approved FY10-11 Equipment Replacement Fund. Equipment replacement is analyzed based on age, mileage, maintenance cost and re-sale value in determining the need for replacement. The above trucks are from 6-11 years old and all above 100,000 miles. History tells us when the age of vehicles reaches 6 years and the mileage is greater than 100,000 miles the cost for maintenance increases greatly. Fleet Services recommendation is based on the Equipment Replacement criteria for these types of vehicles.

Feel free to call me if you have any questions at extension 4182.

CITY OF PLANO

BID NO. 2011-126-B
Pick Up Trucks 1/2 Ton & 3/4 Ton

BID RECAP

Bid opening Date/Time: March 25, 2011 @ 3:00 pm

Number of Vendors Notified: 444

Vendors Submitting "No Bids": 0

Number of Bids Submitted Responsive to Bid: 3

Baby Jack II Automotive (Caldwell Country Chevrolet) \$164,798.00

Philpott Motors, LTD \$169,130.00

Reliable Chevrolet \$180,050.00

Recommended Vendor:

Baby Jack II Automotive (Caldwell Country Chevrolet) \$164,798.00

Earl S. Whitaker

Earl S. Whitaker
Buyer II

March 29, 2011

Date