



## **Council Communication No. 97-323**

### **SYNOPSIS –**

Approving and authorizing the execution of a Fleet Management and Maintenance Contract with Baker Support Services, Inc., Daniel W. McDonald, President.

### **FISCAL IMPACT –**

The first year's target budget is \$3,218,845. This expenditure is funded from the Equipment Service Center Internal Service Fund. The budget for the fund for fiscal year 1997/1998 is \$4,107,450. This contract amounts to a \$888,605 potential savings for the first year, or roughly \$3,200,000 over the four-year term of the contract.

### **RECOMMENDATION –**

**Approval of the contract and bond.**

### **BACKGROUND –**

In late December 1996, Council approved a six-month extension to the current fleet maintenance contract, and also directed staff to complete the new Request for Proposals (RFP) process within a six-month time frame. On January 27, 1997, Council approved the RFP, and it was released. A bidder's conference was held on February 28, 1997, where a thorough question and answer session was conducted. Proposals were received on March 31, 1997, from four firms.

The evaluation committee analyzed all proposals, conducted telephone reference checks, and conducted three-hour interviews with all four respondents. The committee assigned scores to each package as a team. Each proposal was judged against pre-established criteria. If the proposal, reference checks, and interview satisfied the criteria, it was assigned full points. If it did not satisfy the criteria, it received something less than full points. As a result of this scoring, the evaluation committee recommended Baker Support Services, Inc. as the successful bidder. On April 21, 1997, Council approved Baker Support Services, Inc. as the successful bidder and directed that a contract be prepared with this firm.

That contract is now presented. It fully satisfies all RFP requirements. This contract will begin July 1, 1997, and expire June 30, 2001, subject to annual performance reviews, with two three-year renewal options following.

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