



# Council Communication

Office of the City Manager

Date

December 18, 2006

Agenda Item No. 44  
Roll Call No. 06-  
Communication No. 06-778  
Submitted by: William G. Stowe,  
Assistant City Manager/Public  
Works/Engineering

## AGENDA HEADING:

Approving Vehicle and Equipment Fleet Consulting Services Contract with Fleet Counselor Services, Incorporated (FCS).

## SYNOPSIS:

On August 21, 2006, by Roll Call No. 06-1707, the City Council authorized staff to issue a Request for Proposals (RFP) for Vehicle and Equipment Fleet Consulting Services. Six bid packages were mailed, and two bids were received: Public Resources Advisory Group (127 Gayley Street, #200, Media, PA 19063) and Fleet Counselors Services, Inc. (James B. Wright, President/CEO, 1006 North Sunnyvale, Mesa, AZ 85205). A contract has now been negotiated with Fleet Counselor Services, Inc., and approval of the contract is recommended.

## FISCAL IMPACT:

Amount: \$19,980

Funding Source: 2006-07 Operating Budget, page 210, Airport Operations Fund/Field Maintenance, EN002/AIR040700; page 105, Fire Department/Operations, GE001/FIR040700; page 173, Police Department/Property Management, GE001/POL040400; page 138, Park and Recreation Department/Equipment Maintenance, GE001/PKS041000; page 277, Equipment Replacement Fund, IS201/PWK010407; and page 3 of the WRF Operating and Maintenance Fund Budget, AG251/WRA770110.

## ADDITIONAL INFORMATION:

City departments perform vehicle and equipment acquisition, routine maintenance, mechanical repair, and re-marketing at multiple City locations: the Aviation Department maintenance facilities, the Fire Department, the Police Department, the Parks and Recreation Maintenance Shop, the Public Works Fleet Services Division, and the Wastewater Reclamation Facility. In doing so, they use a variety of software and maintenance standards.

Council authorized staff to issue an RFP to determine vehicle and equipment optimization and Best Practices as they relate to energy and environmental efficiency, policies, and ordinances. Based on staff evaluations of the responses received, FCS, the lowest responsible bidder, can provide the scope of services requested by the various City departments that perform vehicle and equipment acquisition, routine maintenance, mechanical repair, and re-marketing. FCS will provide the following:

- Clean fleet and alternative fuels planning and Best Practices for environmental efficiency;
- Evaluation of vehicle and equipment utilization and recommendations to increase utilization;
- Recommendations on maintenance practices;
- Recommendations on necessary staffing levels to maintain the City's fleet;
- Recommendations on an appropriate amount of replacement funding.

All vehicle and equipment maintenance operations in the Aviation Department, Fire Department, Police Department, Parks and Recreation Department, Public Works Fleet Services Division, and Wastewater Reclamation Facility will be evaluated in the study. It is expected that FCS will complete all services within 120 days from the effective date of its contract.

**PREVIOUS COUNCIL ACTION(S):**

Date: August 21, 2006

Roll Call Number: 06-1707

Action: Issuance of Request for Proposals for a City Fleet Optimization Study (Council Communication No.06-583). Moved by Vlassis to adopt, and to refer to the City Manager to include looking at 'Best Practices' as it relates to environmental efficiency. Motion Carried 5-1.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE**