

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	February 22, 2016
	Agenda Item No.	51
	Roll Call No.	<u>16-0306</u>
	Communication No.	<u>16-098</u>
	Submitted by:	Carl Metzger, Deputy City Manager

AGENDA HEADING:

Approving the purchase of three (3) replacement catch basin cleaner combination sewer equipment trucks for use by the Department of Public Works, Sewer Maintenance Division.

SYNOPSIS:

Recommend approval of the purchase of three (3) replacement catch basin cleaner combination sewer equipment trucks for the Department of Public Works in accordance with specifications of Bid No. V16-045 to O'Halloran International 3311 Adventureland Drive, Altoona, Iowa 50009, James O'Halloran Jr, Owner/President, at a total cost of \$877,725.

FISCAL IMPACT:

Amount: \$877,725

Funding Source: \$877,725 from 90% PW247411/ Sanitary Sewer Maintenance, Fiscal Year (FY) 2016 operating budget, page 219. 10% PW247413 Storm Sewer Maintenance, FY 2016 page 228.

ADDITIONAL INFORMATION:

Bids were solicited to replace vehicles in the City fleet that meet or exceed established replacement criteria and approved for replacement by the Fleet Oversight Committee. Bids were mailed to seven (7) heavy duty truck dealerships. The City received 11 bids from five (5) bidders due to responses with multiple brands of sewer equipment.

As part of a Fleet Services strategy to increase the number of compliant bidders, a revised specification format was utilized in the bid solicitation. Minimum specifications were developed to meet the operating needs of the receiving department and offered for potential bidders review and comment. From that feedback minimum specifications that bidder must "meet or exceed" were sent to known bidders. Bidders were explicitly informed that if they were unable to meet the specifications, they were to contact the Procurement Administrator to request an addendum to the specifications. This revised process is a result of staff's participation in a Procurement Mapping Process conducted recently.

Two (2) bidders appropriately contacted the Procurement Administrator more than 10 days in advance of the bid opening and requested addendums so they could provide compliant bids. Both addendum requests were accepted and a final addendum sent to all bidders with modified specifications. One (1) additional bidder sent their request for an addendum to an incorrect email address, and subsequently their request was not received by the due date to be considered.

As a result of this revised process, the City received 11 compliant bids from five (5) bidders. The recommendation for award is to the low bidder. One (1) bidder with a higher bid and one (1) body equipment supplier that is part of a second higher bid stated their concerns regarding a document omission and non-compliance to the minimum bid specifications, respectively to the Procurement Administrator after the bid opening. All bidder and body equipment concerns have been addressed by the Purchasing Division of Finance, Fleet Services, the Sewer Division of the Department of Public Works, and the Legal Department; therefore, the recommendation to award is to the lowest bidder.

PREVIOUS COUNCIL ACTION(S):

Date: February 28, 2011

Roll Call Number: [11-0338](#)

Action: [Approving](#) bid from O'Halloran International Inc. for three (3) replacement catch basin cleaner trucks for use by the Public Works Department, \$1,147,482. (Six bids mailed, five received). ([Council Communication No. 11-118](#)) Moved by Coleman to adopt; refer to the City Manager to review the bidding process. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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