



Agenda Report

February 10, 2020

TO: Honorable Mayor and City Council

FROM: Police Department

SUBJECT: AUTHORIZE PURCHASE ORDER CONTRACT WITH ENTERPRISE FLEET MANAGEMENT TRUST FOR THE LEASE OF THIRTEEN (13) VEHICLES FOR AN AMOUNT NOT TO EXCEED \$535,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt from the California Environmental Quality Act ("CEQA") in accordance with Section 15061 (b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. i) Accept the bid dated December 3, 2019, submitted by Enterprise Fleet Management Trust ("EFM") in response to specifications for leased vehicles, ii) reject all other bids received, and iii) authorize the issuance of a purchase order contract with EFM for the lease of 13 vehicles for an amount not to exceed \$317,709 for an initial term of three years, with two one-year optional terms of \$105,903 each, subject to the approval of the City Manager without further Council consideration. If the two additional terms are exercised the total contract would be \$535,000 for a maximum duration of five years.

BACKGROUND:

The Pasadena Police Department (PPD) provides a wide range of services that require a 24/7 response to critical incidents and fulfillment of department service obligations. Within those responsibilities are specialized sections that require special equipment such as undercover vehicles (no police insignias or visible emergency lights) to complete their objectives. The Special Investigations Section (SIS) focuses on the enforcement of narcotics and vice-related laws, which includes monitoring and formulating covert enforcement actions in support of this goal.

SIS's primary focus is on mid-to-major level narcotic dealers and distributors, and money laundering organizations. These individuals sell quantities of drugs to others and include the transportation of narcotics in vehicles across multiple jurisdictions. In addition, SIS conducts inspections of problematic restaurants and liquor stores within the City in partnership with Code Enforcement and Alcohol Beverage Control officers. Also, SIS focuses on prostitution related crimes occurring within the City and conduct operations to reduce this type of criminal activity.

Contract No. 30922 with EFM for leased vehicles expired on June 30, 2019. In order to continue operations, a temporary purchase order was opened on July 11, 2019 to continue paying month-to-month for seven (7) undercover vehicles for six (6) months to allow time to gather information and comply with the City's procurement process and secure a new contract with a vendor that offered a fleet leasing, maintenance program, and additional insurance requirements required for these types of vehicles.

In August 2019, a Request for Information (RFI) for Fleet Management Services was published through Planet Bids to gather information about competition, standard operations, and other features available in the marketplace. On August 30, 2019, staff received responses from two vendors. The information gathered from this public solicitation of information assisted PPD in determining an optimal solution and procurement strategy that lead to a formal solicitation.

On November 7, 2019, a Notice Inviting Bids for fleet leasing and management program was posted on Planet Bids, and published in the *Pasadena Journal* newspaper. Notices were sent to 415 vendors and 10 vendors downloaded the bid documents. Three responses were received by the bid closing date of December 3, 2019: none were from Pasadena. The bid results are as follows:

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
1. Enterprise Fleet Management	Sherman Oaks, CA	\$529,515
2. Acme Auto Leasing	North Haven, CT	Non-Responsive
3. Mike Albert Leasing	Cincinnati, OH	Non-Responsive

The RFB requested proposals for the monthly lease price per vehicle, maintenance and physical damage coverage. Proposals were evaluated based on lowest most responsive and responsible bidder. EFM was the only responsive bidder. They provided monthly pricing, maintenance cost and insurance coverage pricing for all vehicles listed on the RFB. The other two bidders, Acme Auto Leasing and Mike Albert Leasing were eliminated based on being non-responsive for not being able to provide all goods and services requested and required on the RFB. Therefore, we recommend that EFM be awarded the contract.

EFM was the only responsive and responsible bidder that complied in all respects of the requirements in the Specification. EFM provided monthly pricing, maintenance cost and insurance coverage pricing for all vehicles. The proposed purchase order contract complies with Competitive Bidding and Purchase Ordinance Pasadena Municipal Code

4.08, and the rules and regulations promulgated there under. It is recommended that the City Council award a purchase order contract to EFM in the amount of \$535,000, which includes a 5% buffer for unforeseen costs and a contingency for anticipated toll costs in the event an undercover vehicle is following a suspect in a toll road.

The City has done business with EFM, issuing purchase orders in the amount of \$780,000.

COUNCIL POLICY CONSIDERATION:

This agenda item supports the following City Council Strategic Planning Goals:

Maintain fiscal responsibility and stability: The EFM Agreement allows for several cost efficient measures which will commensurate with our strategic priorities including:

- EFM will assist with cost analysis, vehicle selection, replacement recommendations for lowest cost of ownership, coordinate delivery and pick up of vehicles.
- Allow for purchase of the vehicle for the Residual Value.
- Deductible amount of \$1,000 for damages with physical damage coverage.

Ensure public safety: EFM is a qualified vendor with experience with fleet leasing and management for law enforcement and allows custom outfitting of the vehicles to meet our needs in undercover operations and investigations.

ENVIRONMENTAL ANALYSIS:

This purchase complies with all South Coast Air Quality Management District rules and regulations for engine emissions and clean air standards in the South Coast basin.

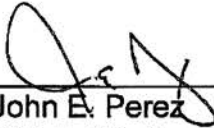
FISCAL IMPACT:

The Cost of this action is \$317,709 for the initial three-year term. Each additional year up to two years is \$105,903. With the two one-year optional extensions the cost totals \$529,515. A contingency in the amount of \$5,485 was added to reimburse EFM for any toll road costs during the contract. Funding for this action will be addressed by Asset Forfeiture Fund, budget account 20732005-810100. There are sufficient funds within the Police Department's Asset Forfeiture account. The use of asset forfeiture funds for leasing of undercover vehicles is in accordance with the established guidelines for law enforcement purposes only that directly supplement the appropriated resources of the recipient law enforcement agency.

The following table reflects the contract summary.

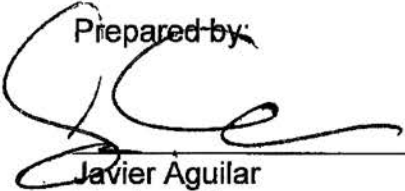
Contract Summary	
Base Contract Amount (3 years)	\$ 317,709
Optional Year 1	\$ 105,903
Optional Year 2	\$ 105,903
Contingency (Toll costs)	\$ 5,485
TOTAL CONTRACT AMOUNT	\$ 535,000

Respectfully Submitted,



John E. Perez
Chief of Police
Police Department

Prepared by:



Javier Aguilar
Lieutenant

Approved by:



STEVE MERMELL
City Manager