

Agenda Report

February 14, 2022

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: **AUTHORIZE PURCHASE ORDER CONTRACTS FOR EMERGENCY VEHICLE OUTFITTING WITH WEST COAST LIGHTS AND SIRENS, INC. FOR \$750,000 AND COMMLINE, INC. FOR \$250,000 IN A COMBINED GRAND TOTAL AMOUNT NOT-TO-EXCEED \$1,000,000 FOR UP TO FIVE YEARS**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under 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;
2. a) Accept bid dated January 1, 2022 submitted by West Coast Lights and Sirens, Inc. for emergency vehicle outfitting and b) authorize a purchase order contract with West Coast Lights and Sirens, Inc. for an amount not-to-exceed \$450,000 over a three-year period, with the option for two additional one-year extensions, in the annual amount of \$150,000, at the discretion of the City Manager, for a maximum total contract length of five years and a grand total contract amount of \$750,000;
3. a) Accept bid dated January 3, 2022 submitted by Commline, Inc. for emergency vehicle outfitting and b) authorize a purchase order contract with Commline, Inc. for an amount not to exceed \$150,000 over a three-year period, with the option for two additional one-year extensions, in the annual amount of \$50,000, at the discretion of the City Manager, for a maximum total contract length of five years and a grand total contract amount of \$250,000; and
4. Reject all other bids for emergency vehicle outfitting.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) is tasked with providing vehicle replacement for various City departments based on a scoring system including factors such as the vehicle's age, mileage,

condition, usage, maintenance and repair history. As part of the approved 3-Year Fleet Replacement Plan, approximately 70 vehicles in the Police and Fire Departments are scheduled for replacement.

Installation of lighting, sirens, and other specialized accessories is a key phase of the emergency vehicle procurement process. The expected cost to get an emergency vehicle fully equipped and placed into service can vary. Depending on the vehicle specification and intended usage, this front-end outfitting work can be expected to cost up to approximately \$10,000 per unit for an administrative Police or Fire vehicle such as an Edge or Charger, or up to \$20,000 or more for an Explorer or Tahoe. Fleet staff collaborates with vendors and City department end-users to ensure that specialized outfitting services for these emergency vehicles are performed satisfactorily and on-schedule. This entails sending the newly purchased vehicles to an outfitting vendor to convert standard vehicles into the required specification for emergency vehicles. As needed maintenance and upgrade services for specialized equipment and accessories are also scheduled with the vendor throughout the life of the emergency vehicles.

On December 9, 2021, a Notice Inviting Bids for Emergency Vehicle Outfitting was posted on PlanetBids and published in the local papers as well. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. Staff referenced a list of local vendors in the City's business license database as well as online web searches in an attempt to reach potential local vendors that can provide emergency vehicle outfitting services. There were no local vendors found.

A total of 21 vendors downloaded the specifications, none were local. Four bids were received by the January 5, 2022 bid opening date.

BID RESULT:

Per the bid specification, bidders were asked to provide hourly labor rates for regular, out in the field, and after-hours services. Bidders were also asked to provide a universal percentage discount off Manufacturer's Stated List Price (MSRP) of parts, supplies, and accessories utilized in outfitting labor work orders. Bid results reflect estimates for bid purposes only. Actual contract pricing will be based upon anticipated quantities of vehicles requiring outfitting equipment services and budget availability.

The bid results are as follows:

Bidder	Bid Amount (\$)
1. West Coast Lights and Sirens, Inc., Riverside, CA	\$ 90,000
2. Commline, Inc., Gardena, CA	\$114,250
3. Emergency Vehicle Group, Inc., Anaheim, CA	\$123,500
4. Derotic LLC., El Dorado Hills, CA	\$129,500

Vendors qualified to perform emergency vehicle outfitting services often have numerous clients across several municipalities, which sometimes leads to scheduling challenges. To address the unique and time-sensitive nature of the labor work required, the bid specification was developed to award to the two lowest bidders. In the event the lowest bidder is unable to schedule, perform, or complete the task as requested, the City will have an option to avail the services from the second lowest bidder. The lowest responsive and responsible bidder is West Coast Lights and Sirens, Inc. (West Coast). The City has previously done business with West Coast, issuing purchase orders totaling approximately \$9,553 since Fiscal Year 2018. As the lowest responsive and responsible bidder, staff recommends that this vendor be awarded a three-year contract term with an option for two one-year extension periods, renewable at the discretion of the City Manager.

The proposed contract with West Coast is as follows:

	Year 1 to 3	Year 4 Optional 1 st Extension	Year 5 Optional 2 nd Extension
Base Bid	\$405,000	\$135,000	\$135,000
Contingency Allowance	<u>\$ 45,000</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>
	\$450,000	\$150,000	\$150,000
		TOTAL	\$750,000

The second lowest responsive and responsible bidder is Commline, Inc. (Commline). The City has previously done business with Commline issuing purchase orders totaling approximately \$221,786 since Fiscal Year 2016. As the second lowest responsive and responsible bidder, staff recommends that this vendor be awarded a three-year contract term with an option for two one-year extension periods, renewable at the discretion of the City Manager. Per the bid specification language, if West Coast is unable to fulfill part or all of a specified work order, BSFMD will utilize the services of Commline to fulfill the work order.

The proposed contract with Commline is as follows:

	Year 1 to 3	Year 4 Optional 1 st Extension	Year 5 Optional 2 nd Extension
Base Bid	\$135,000	\$45,000	\$45,000
Contingency Allowance	<u>\$ 15,000</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
	\$150,000	\$50,000	\$50,000
		TOTAL	\$250,000

The contingency allowances are to cover Consumer Price Index adjustments and estimated increase in outfitting services for the emergency vehicle fleet that are aging and more constantly and aggressively driven.

COUNCIL POLICY CONSIDERATION:

These contracts support the City Council's goals to maintain fiscal responsibility and stability; and to ensure public safety.

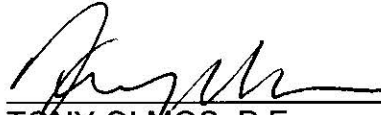
ENVIRONMENTAL IMPACT:

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have a significant effect on the environment.

FISCAL IMPACT:

The cost of this purchase order contract is \$450,000 with West Coast and \$150,000 with Commline. The total cost of this action is \$1,000,000. Funding will be addressed by the utilization of existing budgeted appropriations from the Fleet Maintenance Fund, budget account 51122058-823600 and Fleet Replacement Fund, budget account 50322060-823600. There is no anticipated impact to other operational programs or capital projects as a result of this action.

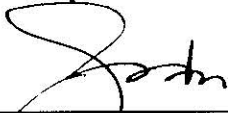
Respectfully submitted,



TONY OLMOS, P.E.

Director of Public Works

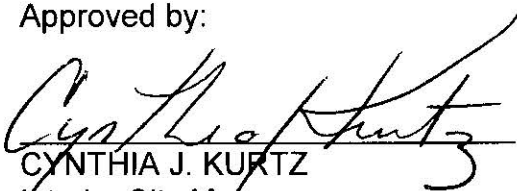
Prepared by:



Mark McCullough

Public Works Administrator BSFMD

Approved by:



CYNTHIA J. KURTZ
Interim City Manager