



## Legislation Text

---

File #: 19-952, Version: 1

---

### **CITY MANAGER AUTHORITY PROCUREMENT AWARDS**

#### **ACTION REQUESTED:**

Waive the applicable provisions of the Naperville Procurement Code and award Bid 19-257, Emergency Vehicle Preventative Maintenance and Repair Services, to Fire Service, Inc, Temco Machinery/Global Emergency Products and Interstate Power Systems for an amount not to exceed \$125,000 and for a two-year term (Requires six positive votes)

**DEPARTMENT:** Department of Public Works

**SUBMITTED BY:** Richard Dublinski, Director

#### **BOARD/COMMISSION REVIEW:**

N/A

#### **BACKGROUND:**

The Department of Public Works - Fleet Services is responsible for the maintenance and repair of 34 emergency vehicles including fire apparatus, ambulances, and other special service response vehicles. When non-proprietary or out of warranty components cannot be repaired in-house, the vehicles are taken to an outside vendor for maintenance and repairs. In previous years, Fleet Services has solicited quotes for preventative maintenance and repairs on these units. However, as these vehicles age and warranties expire, the costs for the repairs have increased. In addition, operational changes to the use of ladder trucks has resulted in these units responding to many more calls for service, causing premature wear and tear on their mechanical systems. Due to the critical use of these vehicles, repairs must be made on a timely basis to minimize the amount of time that they are out of service. A bid is now required to secure the non-proprietary and out of warranty maintenance and repair services because the annual spend has exceeded the \$25,000 threshold to conduct a bid.

In September 2019, the Department of Public Works - Fleet Services (DPW) issued Bid 19-257 for preventative maintenance, repair and road call services for emergency and other special service response vehicles.

#### **DISCUSSION:**

Advertisement Date:	09/16/19	Notices Sent:	8
Opening Date:	10/01/19	Planholders:	5
		Proposals Received:	3

Bids were received from the following vendors:

<b>Vendor Name</b>	<b>Proposed Cost</b>
Fire Service, Inc.	\$40,425 (non-responsive)
Temco Machinery/Global Emergency Products	\$42,725 (non-responsive)
Interstate Power Systems	\$51,650 (non-responsive)

The City received three responses to the bid. Bids are evaluated based upon responsiveness and responsibility. A responsive bid means that the submitted bid conforms to the material requirements of the bid whereas a responsible bidder is one who has the capability to perform the contract requirements. After reviewing the bids, the City determined that all three vendors were responsible (able to perform the work) but non-responsive.

#### Vendor Non-Responsiveness

The bid required the bidders to have the ASE Blue Seal Shop certification, which was added as a new requirement. To retain this type of certification, a repair facility must have at least 75% ASE certified technicians and each area of service offered in the repair facility must be covered by at least one ASE certified technician. The Department of Public Works - Fleet Services currently retains this certification. Per the bid document, the bidders were required to submit documentation verifying they had the ASE Blue Seal Shop Certification. None of the bidders are ASE Blue Seal Shop certified so all were determined to be non-responsive.

Although none of the vendors have the ASE Blue Seal Shop certification, Fleet Services determined that all have comparable certifications. Additionally, all three vendors have successfully performed repair work for the City's emergency and special service response vehicles previously.

Approval of the award for Bid 19-257 requires a Waiver of Section 1-9B-4 (Methods of Source Selection) of the Naperville Procurement Code because staff is recommending the City remove the ASE Blue Seal Shop certification requirement from the bid response requirements.

#### Award to Multiple Vendors

The bid specifications indicated that the City intended to award the bid to the three lowest responsive and responsible bidders and the awarded vendors will be placed on a short list in ascending order based upon their Total Annual Cost amount (i.e. lowest to highest). Work will be first offered to the vendor with the lowest Total Annual Cost. In the event that the vendor is unable to perform the work in the timeframe specified by the City, the work will then be offered to the second lowest vendor, etc. The short list will ensure that preventative maintenance and repair services are made on a timely basis.

The award amount is different from the Total Annual Cost amount because the quantities provided in the bid were for bidding purposes. The award amount is based on what is anticipated for repair needs in 2020 and 2021.

The term of this contract is two years from date of award through September 30, 2021 with three one-year options to extend.

**FISCAL IMPACT:**

CIP #: N/A

Emergency vehicle preventative maintenance and repairs are expensed to the maintenance account listed below. A total of \$500,000 has been budgeted for fleet repairs in 2019. The requested award of \$62,500 annually is within the budgeted amount for this expense.

Account Number	Fund Description	Total Budget Amount
31351100-531303	General Fund	\$500,000