

OFFICE OF THE CITY MANAGER  
DES MOINES, IOWA

CITY COUNCIL COMMUNICATION 97-188  
APRIL 21, 1997 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
APPROVING SELECTION OF SUCCESSFUL BIDDER— FLEET MAINTENANCE	◆ RESOLUTION ORDINANCE RECEIVE/FILE	MIKE MATTHES ADMINISTRATIVE INTERN

**SYNOPSIS —**

Approving selection of successful bidder and authorizing City Manager to begin contract preparation for fleet maintenance and management services with Baker Support Services, Inc., Dan W. McDonald, President.

**FISCAL IMPACT —**

The annual bid received from Baker Support Services is \$2,980,118 which is based on an assumption of uniformity of labor costs. This figure will be adjusted upward by an estimated \$200,000 upon award of contract to reflect actual benefits afforded current employees. This expenditure is funded from the Equipment Service Center Internal Service Fund. Funds in the amount of \$4,502,115 are currently budgeted in the 1996-97 Amended Operating Budget.

**RECOMMENDATION —**

Approving selection of successful bidder and authorization of City Manager to proceed with contract preparation.

**BACKGROUND —**

In late December 1996, Council approved a six-month extension to the current fleet maintenance contract and also directed staff to complete the new Request for Proposal (RFP) process within a six-month timeframe. On January 27, 1997, Council approved the RFP, and it was released. The RFP allowed bidders one month to respond, but was subsequently extended to two months due to bidder requests. A bidder's conference was held on February 28, 1997, where a thorough question and answer session was conducted. Two Addendums were sent to all bidders as a result of vendor requests for clarification and questions arising from the bid conference. Proposals were received on March 31, 1997 from four firms.

The evaluation committee (with representatives from the City Manager's Office, Legal, Park & Recreation, Public Works, Police, Finance, Engineering, and Fire Departments) analyzed all proposals, conducted telephone reference checks, and conducted three-hour interviews with all four respondents. The committee assigned scores as a team. Therefore, each firm received a group consensus score for each evaluation criteria. The evaluation criteria used to rank the proposals was printed in the RFP. Three firms—Baker Support Services, Ryder/MLS, and TECOM—received the total points possible for all criteria except price. Quality Service Corporation did not receive full points possible in all criteria.

Based on the RFP criteria, each firm's proposal, reference checks, and interviews, the committee recommends the contract be awarded to Baker Support Services, Inc.

In order to protect the current provider's proprietary employment information, all bids were prepared without full knowledge of employee longevity, without a wage increase, and the assumption that all employees would receive only two weeks of vacation per year. This results in the necessity to make an adjustment that will increase the labor portion of each respondent's bid. That amount is expected to be roughly \$200,000 per year. Therefore, the real cost to the City should be \$200,000 plus \$2,980,118 (Baker Support Services' bid), or \$3,180,118. In addition, the successful bidder must retain employees for 60 days.

Respondents' bids for the first year of the contract are listed below:

Baker Support Services:	\$2,980,118
TECOM:	\$3,600,005
RYDER/MLS:	\$4,057,100
Quality Service Corp:	\$4,867,115