



## STAFF REPORT

**DATE:** November 30, 2021

**TO:** Kent Cagle, City Manager

**FROM:** Jonathan Locke, Executive Director of Finance

**SUBJECT:** Procurement of Fleet Vehicles and Equipment

### **BACKGROUND AND FINDINGS:**

Funding for the acquisition of replacement vehicles and equipment was approved as part of the City's FY 2022 Budget process. The Fleet Services Division maintains an annual vehicle and equipment replacement schedule. The criteria used to establish this replacement schedule is based upon available funding, number of vehicles per category, age, mileage/hours, repair costs, and department/division feedback. The approved replacement schedule has been revised to include replacing four additional Police patrol vehicles. This is being done to reduce the number of Police vehicles that are equipped with outdated and inoperable technology.

The annual fleet vehicles and equipment procurement budget for FY 2020 and FY 2021 was \$5,490,100 and \$5,239,955, respectively. The FY 2022 Budget includes \$5,550,872 for fleet replacement and \$429,662 for newly added fleet for a total of \$5,980,534. The newly added fleet includes a vehicle for Community Development to be used by the ADA Compliance Officer (\$24,205), Code Enforcement (\$29,553), Fire Department (\$67,200), Water & Sewer Operations (\$144,000), and two units for the new crack-seal team in Transportation (\$164,704).

There are a total of 63 pieces of fleet approved to be purchased in the FY 2022 Budget, including the six newly added fleet approved during the budget process. On October 26, 2021, City Council approved the purchase of 39 of the 63 pieces of fleet. The remaining 24 pieces of fleet are included in this request, including 20 pieces of fleet that have exceeded their useful life and four of the newly added units. The average age of the fleet being replaced is 16 years and the average mileage is 100,000 miles. The number of purchases per category is listed below:

Category	Description	Qty
Aviation	1 Pickup Truck	1
Community Development	1 SUV	1
Development Services	1 Pickup Truck, 1 SUV	2
Fleet Services	1 Van	1
Public Safety	4 SUV's, 1 Sedan	5
Public Works	9 Pickup Trucks, 1 Crane Truck, 1 Flatbed Truck	11
Recreation Services	2 Pickup Truck, 1 Dump Truck	3

## **THE ALTERNATIVES CONSIDERED:**

- 1.) Defer purchase of fleet vehicles and equipment, which could cause the departments to operate in a reduced resource capacity, incur increased maintenance costs, and lose any remaining residual value in the existing vehicles.
- 2.) Purchase the fleet vehicles and equipment in order to provide safe and effective services and achieve the least cost of ownership.

## **Which alternative is recommended? Why?**

The second alternative is recommended to meet the departments' mission and operate in the safest and most cost-effective manner.

## **CONFORMITY TO CITY POLICY:**

The Fleet Department is seeking approval to purchase replacement vehicles for various departments through cooperative contracts. Purchases made through a cooperative contract are exempt from the competitive bidding process as stated in Texas Local Government Code (TLGC) section 271.102, subchapter F; a local government that purchases goods or services under this subchapter satisfies any state law requiring the local government to seek competitive bids for the purchase of the goods or services.

## **FINANCIAL IMPACT:**

The purchase pricing from Caldwell Country Chevrolet utilizing the Texas Association of School Boards (TASB) BuyBoard Cooperative #601-19 is as follows:

<b>Division</b>	<b>Make/Model</b>	<b>Units</b>	<b>Cost</b>	<b>Total Cost</b>
Emergency Management	Chevrolet Tahoe	1	\$51,925.00	\$51,925.00
Parks	Chevrolet 6500	1	\$77,265.00	\$77,665.00*
Police	Chevrolet Malibu	1	\$23,375.00	\$23,375.00
Sanitary Sewers	Chevrolet 3500	1	\$55,695.00	\$55,695.00
Sanitary Sewers	Chevrolet 6500	1	\$65,810.00	\$65,810.00
Skylark Field	Chevrolet 2500	1	\$32,775.00	\$32,775.00
Transportation	Chevrolet 3500	5	\$58,929.00	\$294,645.00
Water & Sewer Operations	Chevrolet 5500	1	\$138,855.00	\$138,855.00

\*Includes \$400.00 BuyBoard fee for all Caldwell Country Chevrolet purchases

The purchase pricing from Rockdale Country Ford utilizing the Texas Association of School Boards (TASB) BuyBoard Cooperative #601-19 is as follows:

<b>Division</b>	<b>Make/Model</b>	<b>Units</b>	<b>Cost</b>	<b>Total Cost</b>
Animal Services	Ford F-150	1	\$32,335.00	\$32,735.00*
Code Enforcement	Ford Explorer	1	\$28,425.00	\$28,425.00
Community Development	Ford Escape	1	\$22,930.00	\$22,930.00
Drainage Utility Maintenance	Ford F-250	1	\$38,225.00	\$38,225.00
Drainage Utility Maintenance	Ford F-350	1	\$42,740.00	\$42,740.00
Fleet Services	Ford Transit 150	1	\$38,973.00	\$38,973.00
Parks	Ford F-150	1	\$31,420.00	\$31,420.00

Police	Ford Explorer	3	\$32,910.00	\$98,730.00
Transportation	Ford F-150	1	\$31,445.00	\$31,445.00
Engineering	Ford F-150	1	\$38,747.00	\$38,747.00

\*Includes \$400.00 BuyBoard fee for all Rockdale Country Ford purchases

**What is the amount of the expenditure in the current fiscal year? For future years?**

<b>Category</b>	<b>FY21</b>
Aviation	\$32,775.00
Community Development	\$22,930.00
Development Services	\$67,172.00
Fleet Services	\$38,973.00
Public Safety	\$174,030.00
Public Works	\$667,415.00
Recreation Services	\$141,820.00
<b>Total</b>	<b>\$1,145,115.00</b>

**Is this a one-time or recurring expenditure?**

These are one-time expenditures.

**Is this expenditure budgeted?**

These expenditures are budgeted in the following accounts:

<b>Department/Division</b>	<b>Account</b>	<b>Cost</b>	<b>Available Funds</b>
Aviation/Skylark Airfield	525-0505-521.61-10	\$32,775.00	\$32,775.00
Community Development/ADA	349-8832-493.61-10	\$22,930.00	\$24,205.00
Finance/Fleet Services	349-8820-493.61-10	\$38,973.00	\$40,241.00
Fire Department/Emerg. Mgmt.	349-8870-493.61-10	\$51,925.00	\$51,925.00
Police Department	349-8860-493.61-10	\$122,105.00	\$122,105.00
Development Services/Code Enf	349-8840-493.61-10	\$28,425.00	\$29,553.00
Development Svcs/Engineering	387-8834-493.61-10	\$38,747.00	\$38,747.00
Public Works/ Drain. Util. Maint.	375-8834-493.61-10	\$80,965.00	\$89,020.00
Public Works/Sanitary Sewers	387-8834-493.61-10	\$55,695.00	\$55,695.00
Public Works/Sanitary Sewers	387-8834-493.61-35	\$65,810.00	\$86,728.00
Public Works/Transportation	349-8834-493.61-10	\$326,090.00	\$367,414.00
Public Works/W&S Operations	387-8834-493.61-35	\$138,855.00	\$144,000.00
Recreation Svcs./Animal Svcs.	349-8830-493.61-10	\$32,735.00	\$35,000.00
Recreation Svcs./Parks	349-8830-493.61-10	\$109,085.00	\$120,175.00

**If not, where will the money come from?**

N/A

**Is there a sufficient amount in the budgeted line-item for this expenditure?**

Yes

**RECOMMENDATION:**

City Council approve the procurement of fleet vehicles and equipment in the amount of \$740,745 with Caldwell Country Chevrolet and \$404,370 with Rockdale Country Ford and authorize the City Manager or designee to execute change orders in accordance with state and local law.

**DEPARTMENTAL CLEARANCES:**

Aviation  
Community Development  
Fire  
Development Services  
Police  
Public Works  
Recreation Services  
Purchasing  
Finance  
Legal

**ATTACHED SUPPORTING DOCUMENTS:**

Quotes  
Certificates of Interested Parties