

Staff Summary Report



Council Meeting Date: 6/28/2012

Agenda Item Number: 5B8

SUBJECT: Request approval of a one-year contract renewal with PSS First In, Inc. for the installation of emergency communication and lighting products in public safety vehicles and warning lighting and accessories on City vehicles for the Public Works Department.

DOCUMENT NAME: 20120628fsta02 PURCHASES (1004-01)

COMMENTS: Total cost of this contract will not exceed \$225,000 during the one-year contract renewal period.

PREPARED BY: Tony Allen, CPPB, Procurement Officer, 480-350-8548

REVIEWED BY: Jerry Hart, CPA, Deputy Finance & Technology Director - Finance, 480-350-8505
Michael Greene, CPM, Central Services Administrator, 480-350-8516
Don Bessler, Public Works Director, 480-350-8205
John Osgood, Public Works Deputy Director – Field Operations, 480-350-8949
Aaron Alvarado, Fleet Director, 480-350-8344

LEGAL REVIEW BY: Dave Park, Assistant City Attorney, 480-350-8907

DEPARTMENT REVIEW By: Ken Jones, Finance & Technology Director, 480-350-8504

FISCAL NOTE: (T09-141-01) Sufficient funds have been appropriated in General Fund cost center 3261 – and various other cost centers for vehicle specific upgrades – for the anticipated expenditures in the 2012/2013 fiscal year.

RECOMMENDATION: Approve the renewal of the contract.

ADDITIONAL INFO: City Council originally approved the award of a contract on August 20, 2009 for an initial two-year period with four one-year renewal options. This renewal request is for the second of four available renewal options. The contract is utilized for the installation and upgrade of emergency communication and lighting products for public safety vehicles and warning lighting and accessories on City utility vehicles.

Police vehicles are delivered to the City in a “stock” format. It is necessary to take these vehicles to a firm which specializes in the installation of police-related equipment which may include lights, sirens, prisoner cages, radios, computer platforms, etc. so that the vehicles are functional as a police unit – there are 15 vehicles and 7 motorcycles budgeted that will require some degree of upfitting.

Utility vehicles (pickups, trucks, etc.) also require upgrading with the installation of safety related products such as flashers, beacons, arrowboards, etc.

Contractor Performance

PSS First In’s performance was rated by the Public Works Department on the following criteria:

- Personnel are responsive, cooperative and available
- Overall quality of products or services delivered
- Timeliness of performance
- Quality of follow-up in resolving complaints or problems
- Firm’s promptness in submitting accurate invoices

In all categories, PSS First In, Inc. received scores indicating they are exceeding standards established by the contract.

Recommendation

It is recommended that the contract be renewed.

Cost

There is no cost increase associated with the renewal request.