

Staff Summary Report



Council Meeting Date:

8/20/2009

Agenda Item Number: _____

SUBJECT: Request approval to award a two-year contract with two, two-year renewal options to First In, Inc. for the installation of emergency communication and lighting products in public safety vehicles and warning lighting and accessories on City vehicles.

DOCUMENT NAME: 20090820fsta12 **PURCHASES (1004-01)**

COMMENTS: (RFP 09-141) Total amount of this contract shall not exceed \$326,000 during the initial two year contract period

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

REVIEWED BY: Michael Greene, CPM, Central Services Administrator, 480-350-8516
Glenn Kephart, Public Works Manager, 480-350-8205
Jay Taylor, Fleet Director, 480-350-8344
Tim Love, Fleet Analyst, 480-350-8088

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

DEPARTMENT REVIEW BY: Jerry Hart, CPA, Financial Services Manager, 480-350-8505

FISCAL NOTE: Sufficient funds have been appropriated in 3261-7508 for the anticipated expenditures in the current fiscal year.

RECOMMENDATION: Award the contract.

ADDITIONAL INFO: Background Information

The City of Tempe issued a Request for Proposal to establish a term contract for the installation of emergency communication and lighting products for public safety vehicles and warning lighting and accessories on City utility vehicles.

Evaluation Process

Six responses were received and scored by a committee comprised of Public Works, Information Technology and Procurement staff.

The scoring criteria included:

- Experience of firm
- Cost
- Ability to meet or exceed specifications
- Proximity of service facility to Tempe for warranty issues
- Parts inventory, warranty and service availability
- Anticipated delivery time
- Overall response to RFP

The results of the evaluation are:

| | |
|----------------------------|--------|
| First In, Inc. | 323.65 |
| Arizona Emergency Products | 311.13 |
| Auto Safety House | 291.44 |

| | |
|------------------|------------|
| 911 Vehicle | 256.62 |
| Quality Bumper | Not scored |
| Simpson Tool Box | Not scored |

Quality Bumper and Simpson Toolbox were considered non-susceptible for award due to lack of product depth. The primary intent of the RFP was to provide vehicle upfitting for public safety vehicles - the submission by Quality and Simpson failed to address these areas.

A Best and Final was issued to the top two scoring firms to clarify the City's requirements and pricing issues.

Scores

| | |
|----------------------------|--------|
| First In, Inc. | 331.00 |
| Arizona Emergency Products | 314.09 |

Pricing Information (upfitting cost for public safety vehicles)

| | Sedan | Tahoe | Motorcycle |
|----------------------------|------------|------------|------------|
| First In, Inc | \$4,680.50 | \$4,607.50 | \$3,574.00 |
| Arizona Emergency Products | \$4,819.89 | \$4,917.47 | \$3,739.14 |

It is the recommendation of the committee to award a contract to First In, Inc., the high scorer who also offered the lowest overall cost for all requested items.