

**CITY OF TEMPE
REQUEST FOR COUNCIL ACTION**

**Council Meeting Date: 12/08/2016
Agenda Item: 5B22**

ACTION: Award one-year contracts with four, one-year renewal options to Don Chalmers Ford (dba MHQ of Arizona) and Arizona Emergency Products for the installation of emergency communication and lighting products on public safety vehicles and warning lighting and accessories on City utility vehicles.

FISCAL IMPACT: Total cost of these one-year contracts will not exceed \$400,000. Sufficient funds have been appropriated in the General Fund – cost center 3261 (Fleet Management) – for the anticipated expenditures.

RECOMMENDATION: Award the contracts.

BACKGROUND INFORMATION: (17-045) The City of Tempe issued a Request for Proposal (RFP) to establish contracts for the installation of emergency communication and lighting products on public safety vehicles and warning lighting and accessories on City utility vehicles.

The primary use of this contract is for the ‘upfitting’ of police vehicles. Patrol vehicles are delivered to the City in a ‘stock’ condition. 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 patrol unit. Additionally, the contract is used for the installation of warning lighting packages on City utility vehicles.

The utilization of outside firms for this specialized work to supplement core staff is consistent with the Public Works Department strategy related to cost containment.

Review of Submittals

Seven submittals, from six firms, were reviewed by City Staff.

The Police Department has gone through an extensive evaluation of competing products and has established criteria for vehicles that include specific brands of equipment to insure vehicles in emergency situations can be easily seen and recognized. The submittals received from Versatile Mobile Solutions, LLC, Creative Communications Sales & Rentals, Inc., and Arizona Emergency Products (offer 2) were for alternate manufacturers and were not evaluated.

The four remaining offers were scored by City staff using the following criteria:

Award Criteria		Weight
1	Cost	5 (24%)
	a Vehicle Upfitting	
	b Discounts offered	
	c References	
2	Experience of Firm	5 (24%)
	a Qualifications of firm to do upfitting work	
	b Qualifications of service staff	
	c Available credit lines	
	d References	
3	Ability to meet or exceed specifications	5 (24%)
	a Ability to perform requested services	
	b Adequate shop capacity	

	c	Ability to meet delivery schedule	
	d	Dealer direct shipment available	
	e	Pickup and delivery of vehicles for new units	
	f	Pickup and delivery of vehicles for warranty work	
4		Proximity of service facility to Tempe	3 (14%)
5		Miscellaneous	2 (10%)
	a	Parts inventory specific to requested services	
	b	Warranty offered	
6		Overall response to RFP	1 (4%)
	a	Quality, composition and completeness of response	
	b	Firms acceptance of City's Terms and Condition	

Results of Scoring

The table below shows the scoring for the susceptible firms.

Firm	Score	Cost
Arizona Emergency Products	197.47	\$ 62,020
Don Chalmers Ford (dba MHQ of Arizona)	196.68	\$ 53,318
Pride Group, LLC	164.87	\$ 58,458
Kenco (dba LSH Lights)	164.08	\$ 52,820

The sample costs shown do not include sales tax and are for typical builds (one each) for the following vehicles and include parts and labor:

- Chevrolet Tahoe – Patrol Build
- Chevrolet Tahoe – Supervisor Build
- Chevrolet Tahoe – K-9 Build
- Ford Explorer Utility – Patrol Build
- Ford Explorer Utility – Supervisor Build

The RFP scoring process is not focused on the lowest offered cost, but allows for the evaluation of firms on a wide variety of scoring criteria that guides the committee in evaluating the highest value offers. Due to the critical nature of the installation in relation to police vehicles, per the award criteria, 'experience of the firm' and 'ability to meet or exceed specifications' are weighted equally with cost. As a group, these two criteria elements carry more weight in the overall scoring. The highest scoring firms are those most qualified to provide the level of service required for upfitting work.

Recommendation

It is the recommendation of the committee that contracts be awarded to Arizona Emergency Products and Don Chalmers Ford (dba MHQ of Arizona) who have received the highest scores. No designation of primary vendor will be made; the City will have the discretion to utilize either firm as needed.

ATTACHMENTS: 17-045 Vendor Offer Pages

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