

COUNCIL ACTION FORM

SUBJECT: RESOLUTION AWARDING CONTRACT TO UNIFIED CONTRACTING SERVICES NOT-TO-EXCEED \$68,750 FOR CYRIDE'S FLUID MANAGEMENT SYSTEM

BACKGROUND:

CyRide purchased its current fluid management system in 1984 to secure, monitor, and track all types of fluids placed in its buses. This system failed four years ago and CyRide was told by the manufacturer that this equipment was obsolete and could no longer be supported by the company. Therefore, CyRide has been manually tracking the dispensing of daily fuel, fluids and odometers for each bus by hand since this time. This is a very labor intensive task that makes the fluids management program susceptible to human error. Incorrect daily vehicle mileages and poor hand writing have led to premature scheduling of inspections and increased downtime for vehicles. With the system's unreliability, it has also made the accurate reporting of required state and federal reports a challenge as well. As a result, a replacement system was included in the Capital Improvement Plan (CIP) for purchase during the 2015-2016 budget year.

CyRide released a request for proposal on July 9, 2015 for replacement of its current fluids management system. CyRide received five proposals in response to its solicitation, with the evaluation team determining that all proposals met the minimum specifications. The companies, their average reviewer scores (based on the evaluation criteria listed below) and bid are listed in the following tables. Scoring differences were mainly due to installation costs.

- Pricing
- Installation Lead Time
- Warranty
- Hardware
- Software
- Upgradability

Company	Average Review Score
Seneca Company	2.219
Unified Contracting Services	3.367
Acterra Group	3.167
Trak Engineering	3.093
Fleet Data Systems	2.954

Company	Fluid System	10% Conting.	Total Cost
Seneca Company	\$159,163.00	\$15,916.30	\$175,079.30
Unified Contracting Services	\$62,500.00	\$6,250.00	\$68,750.00
Acterra Group	\$83,287.50	\$8,328.75	\$91,616.25
Trak Engineering	\$89,969.00	\$8,996.90	\$98,965.90
Fleet Data Systems	\$112,641.00	\$11,264.10	\$123,905.00

Upon review, the evaluation team recommends Unified Contracting Services as the best value for CyRide. As installation of this system will require reconstruction within CyRide’s facility, staff believes that adding a 10% contingency cost to the bid price would be required, for a total project cost of \$68,750.

With this project cost exceeding the budgeted amount of \$35,000 in the Capital Improvement Plan (CIP), CyRide will reduce another CIP line item for concrete work. CyRide will postpone a portion of this work scheduled for the 2015-2016 budget year in order to purchase this important maintenance system. However, CyRide’s critical pavement needs for this year will still be met with this lower budget. These two project budgets and their changes are reflected below.

CIP Project	Original	Change
Concrete	\$75,000	\$41,250
Fluids Management System	\$35,000	\$68,750
Total	\$110,000	\$110,000

ALTERNATIVES:

1. Approve award of contract to Unified Contracting Services at a cost not-to-exceed \$68,750 for purchase and installation of a fluids management system.
2. Approve award of bid to another proposer based upon Council-defined criteria.
3. Reject all bids and do not award a contract for CyRide’s fluids management system.

MANAGER’S RECOMMENDED ACTION:

It is the recommendation of the City Manager that the City Council adopt Alternative No. 1, thereby awarding a contract to Unified Contracting Services. Installation of this system will improve accuracy of CyRide’s fluids management processes, reduce staff time to complete this task, and improve overall efficiency of servicing a growing CyRide bus fleet on a daily basis.