



City of San Antonio

Agenda Memorandum

File Number: 18-3815

Agenda Item Number: 4.

Agenda Date: 6/21/2018

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Fleet Budget Forecasting Tool

SUMMARY:

This ordinance authorizes acceptance of the proposal from CST Fleet Services, Inc. to provide the Building and Equipment Services Department (BESD) with a Fleet Budget Forecasting Tool, to include implementation and software maintenance and support costs, in an amount not to exceed \$147,600.00 over a five year period. Funding in the amount of \$82,000 is available in the FY 2018 Equipment Renewal and Replacement Fund (ERRF) budget. Software maintenance and support costs, not to exceed \$16,400 annually, would be subject to the appropriation of funds.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the proposal submitted by CST Fleet Services, Inc. to provide the Building and Equipment Services Department (BESD) an application solution that will automate and optimize the retain/replace decision and budget forecast process for its Equipment Renewal and Replacement Program. The new application will integrate with FASTER and eliminate the need for manual input of information as required today. Other advantages of the new application include the ability to interface with SAP, run multiple replacement scenarios and associated fiscal impacts and incorporate maintenance and repair history when identifying vehicles/equipment for replacement. The City owns and maintains an active fleet of approximately 5,200 vehicles and equipment and replaces an average of 600 units annually. The Equipment Renewal and Replacement Program is a twenty-year forecast to ensure funding is available for future replacement costs of the City's vehicles and equipment over their economic service lifecycle.

The City issued a Request for Competitive Sealed Proposal for “Fleet Budget Forecasting Tool” (RFCSP 6100009679, 17-113) on November 17, 2017, with a submission deadline of January 26, 2018 and received one response. The proposal submitted by CST Fleet Services, Inc. was deemed responsive based on the City’s standard RFCSP process and moved forward for full proposal evaluation.

The evaluation committee met on March 21, 2018 to evaluate the one responsive proposal received. The evaluation committee consisted of representatives from the Building and Equipment Services Department, Office of Management and Budget, Finance Department and the Information Technology Services Department. The Finance Department, Purchasing Division facilitated by ensuring compliance with City procurement policies and procedures. The proposal was evaluated based on the firm’s experience, background, qualifications; proposed plan and price schedule.

After committee review and discussion, the evaluation committee elected to invite the respondent for an interview which was held on April 16, 2018. The evaluation committee met again on May 9, 2018 and after further review and discussion, CST Fleet Services, Inc. was recommended for award based upon consensus scoring.

The initial term of the agreement shall be for a period of one year. The City shall have the option to renew for four additional one year renewal options for software maintenance and support.

ISSUE:

This ordinance accepts the proposal from CST Fleet Services, Inc. to provide a Fleet Budget Forecasting Tool for the Equipment Renewal and Replacement Program for an initial implementation cost not to exceed \$82,000.00 with software maintenance and support costs not to exceed \$16,400.00 annually. This contract is consistent with the City’s policy to provide for the efficient replacement of vehicles and equipment over a twenty-year period.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the Small and Minority/ Women-Owned Business Enterprise Prime Contract Program with ten (10) evaluation preference points.

This contract is an exception to the Local Preference Program.

The Veteran-Owned Small Business Preference Program does not apply to non-professional service contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this contract not be approved, the BESD could continue to utilize the current tool; however, the department would not benefit from the additional functionality and reporting features available with the recommended solution.

FISCAL IMPACT:

This ordinance authorizes acceptance of the proposal from CST Fleet Services, Inc. to provide the Building and Equipment Services Department (BESD) with a Fleet Budget Forecasting Tool, to include implementation and software maintenance and support costs, in an amount not to exceed \$147,600.00 over a five year period. Funding in the amount of \$82,000 is available in the FY 2018 Equipment Renewal and Replacement Fund (ERRF) budget. Software maintenance and support costs, not to exceed \$16,400 annually, would be subject to the appropriation of funds.

RECOMMENDATION:

Staff recommends approval of this contract with CST Fleet Services, Inc. to provide a Fleet Budget Forecasting Tool for the Equipment Renewal and Replacement Program in an amount not to exceed \$147,600.00.

This contract is procured by means of Request for Competitive Sealed Proposal and a Contracts Disclosure Form is required.