

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: n/a

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF FIRST VEHICLE SERVICES TO PROVIDE VEHICLE MAINTENANCE SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

REPORT IN BRIEF: The Town solicited competitive sealed proposals for vehicle maintenance services to maintain the Town's fleet. RFP documents were sent to eleven (11) prospective proposers. Additionally, the bid was advertised state-wide in Florida Bid Reporting and nationally in BidNet and also posted on the Town's web site. The Town received three (3) proposals. Following oral presentations, the selection committee ranked the firms. The recommendation is for First Vehicle Services as the top ranked firm in accordance with the ranking totals attached hereto. The initial contract term is five (5) years.

PREVIOUS ACTIONS: Not applicable.

CONCURRENCES: The firm of First Vehicle Services was chosen by the selection committee.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$1,100,000.00

Account Name: Vehicle Maintenance-Contractual Repairs Account

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Procurement Authorization

Selection Committee Rankings

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, SELECTING THE FIRM OF FIRST VEHICLE SERVICES TO PROVIDE VEHICLE MAINTENANCE SERVICES AND AUTHORIZING THE TOWN ADMINISTRATOR OR HIS DESIGNEE TO NEGOTIATE AN AGREEMENT FOR SUCH SERVICES.

WHEREAS, the Town solicited proposals for vehicle maintenance services to maintain the Town's fleet; and

WHEREAS, the selection committee has selected First Vehicle Services as the firm best qualified to provide the required services; and

WHEREAS, it is in the Town's best interest to execute a contract for such services.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council of the Town of Davie does hereby accept the selection of First Vehicle Services as the firm best qualified to provide the required services and authorizes the Town Administrator or his designee to negotiate an agreement for such services and present that contract for approval at a future meeting date. Should no agreement be reached with the highest ranking firm, then the Town Administrator or his designee shall negotiate with the next ranked firm and present that agreement for approval.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2002

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2002

TOWN OF DAVIE PROCUREMENT AUTHORIZATION

ACCOUNT NUMBER: 050-0759-591-0438 BUDGET ITEM & DESCRIPTION: VEHICLE MAINTENANCE SERVICES APPROXIMATE COST: \$1,000,000.00

METHOD OF PROCUREMENT (check the one that applies)

- Open Competitive Bidding
 Piggyback on Contract Number _____
 Sole Source
 Request For Proposals

SPECIFICATIONS & LIST OF VENDORS MUST BE ATTACHED

Signed *Carol Romko*
Department Head

Have Funds been Reserved W/A FY2002-2003

Date 8/23/02 Signed *[Signature]*

Signed *[Signature]*
Town Administrator

VENDOR	BIDS SUBMITTED	COST
FIRST VEHICLE SERVICES		RANKED 1ST
SKE SUPPORT SERVICES INC.		RANKED 2ND
TECOM, INC.		RANKED 3RD

Signed *Hub [Signature]*
Procurement Manager

TOWN ADMINISTRATOR'S RECOMMENDATION

Vendor	Cost
FIRST VEHICLE SERVICES	RANKED 1ST

Signed *[Signature]*
Town Administrator

+

	1	2	3	4
1	VEHICLE MAINTENANCE SERVICES			
2				
3				
4				
5				
6	COMMITTEE MEMBER	FIRST VEHICLE SERVICES	SKE SUPPORT SERVICES	TECOM INC.
7				
8	C. MENKE	1	3	2
9	R. MUNIZ	1	3	2
10	K. COHEN	1	2	3
11	B. BERNARD	2	1	3
12	R. CAFFARELLI	1	2	3
13	K. GEORGE	2	1	3
14	H. HYMAN	1	2	3
15				
16				
17	TOTAL	9	14	19
18				
19	RANKING	1 ST	2 ND	3 RD
20				