TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS
DATE: JUNE 26, 2006 CMR:248:06

SUBJECT: AWARD OF A CONTRACT WITH AMERICAN TRUCK AND TRAILER BODY COMPANY IN THE AMOUNT OF $500,000 FOR TRUCK BODY FABRICATION AND TRUCK EQUIPMENT INSTALLATION SERVICES

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the City Manager or his designee to execute the attached contract with American Truck and Trailer Body Company in the amount of $500,000 for truck body fabrication and truck equipment installation services.

2. Authorize the City Manager or his designee to exercise the option to renew the contract for the second and third years, provided the contractor is responsive to the City's needs and the quality of the contractor's work/product is acceptable during the first year of the contract.

DISCUSSION
Background
One of the responsibilities of the Equipment Management Division is to replace vehicles and equipment on an established schedule. Many of the vehicles replaced are trucks that include specialized bodies and equipment for the Utilities and Public Works Departments. Truck chassis are procured from truck dealers through a Request for Quotation (RFQ) process, and the truck-mounted equipment is fabricated and installed by a contractor that specializes in this type of work. Separate RFQ’s and subsequent purchase orders could be generated for each truck body project, however, given the volume (25-30 projects annually) and complexity of these projects, staff has found that establishing a relationship with a qualified contractor through a multi-year contract reduces project completion times and improves quality control as compared to purchasing each truck body individually.

Project Description
The work to be performed under this contract is for the fabrication and installation of truck bodies, van interiors, material racks, trailer hitches, power take-off units, cranes, hydraulic systems, electrical systems, generators, warning and work lighting, and other associated equipment and accessories. The contractor will furnish components, materials, parts and supplies as necessary to complete this work.
In addition to performing installation and fabrication work, the contractor will provide design and technical consultation services, cost estimates, project schedules and weight studies related to projects covered under this contract.

**Selection Process**

Staff sent a Request for Proposals (RFP) to eight truck body fabrication and truck equipment installation firms on February 3, 2006. The proposal period was 31 days and a non-mandatory pre-proposal meeting was held on February 14, 2006.

**Summary of Solicitation Process**

<table>
<thead>
<tr>
<th>Proposal Description/Number</th>
<th>Truck Body Fabrication and Truck Equipment Installation Services/RFP 111853</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Length of Contract</td>
<td>Twelve (12) months with option to renew</td>
</tr>
<tr>
<td>Number of Proposals Mailed</td>
<td>8</td>
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<tr>
<td>Total Days to Respond to Proposal</td>
<td>31</td>
</tr>
<tr>
<td>Pre-proposal Meeting Date</td>
<td>February 14, 2006</td>
</tr>
<tr>
<td>Number of Company Attendees at Pre-proposal Meeting</td>
<td>1</td>
</tr>
<tr>
<td>Number of Proposals Received:</td>
<td>1</td>
</tr>
<tr>
<td>Company Name</td>
<td>Location (City, State)</td>
</tr>
<tr>
<td>American Truck and Trailer Body Company</td>
<td>Tracy, CA</td>
</tr>
<tr>
<td>Range of Proposal Amounts Submitted</td>
<td>$111,948</td>
</tr>
</tbody>
</table>

The RFP process allows the City to negotiate the price of the work upon selection of the successful firm. The RFP outlined various criteria and certifications that are needed to perform the work. Firms were asked to submit pricing, qualifications and other information in an effort to demonstrate their knowledge and experience with providing the services requested. Their submittals would be ranked accordingly. All of the certifications required by the RFP are easily obtainable by qualified technicians and are no different than those required for technical positions in Equipment Management. One firm, American Truck and Trailer Body Company, submitted a proposal for this work. Two firms (Carter Industries and Altec Industries) submitted a response. Carter stated that currently the do not have a technician that possesses all of the certifications required by the RFP and Altec was too busy to perform the work at this time.

The proposal submitted by American Truck and Trailer Body was evaluated by an RFP evaluation committee consisting of two representatives from Equipment Management, one from Utilities Operations, and one from Public Works Operations. The committee also inspected a sample of the firm’s recent work products and evaluated those for compliance with quality standards outlined in the RFP. The committee found American Truck and Trailer Body’s proposal and work products in substantial compliance with the requirements of the RFP, and recommends that a contract be issued for this work.
Since it is difficult to quantify exactly what work might be required over a three-year period, pricing was requested for 10 projects that are typical of the work that will be accomplished during the course of this contract. American Truck and Trailer Body Company submitted a total price of $111,948 for these projects. Based on this information, Equipment Management expects to spend approximately $500,000 on the 25-30 estimated projects that are to be completed each year.

**RESOURCE IMPACT**
Funds have been budgeted for this contract in the FY 2005-06 Public Works Department Vehicle Replacement Budget and 2006-07 Vehicle Replacement Capital Improvement Program.

**POLICY IMPLICATIONS**
Authorization of the contract does not represent any change to the existing policy.

**ENVIRONMENTAL REVIEW**
Contractor is required to comply with all federal, state and local environmental laws and regulations applicable to truck body fabrication and truck equipment installation services.

**ATTACHMENTS**
Attachment A: Contract

PREPARED BY: KEITH LA HAIE
Fleet Manager

DEPARTMENT HEAD: GLENN ROBERTS
Director of Public Works

CITY MANAGER APPROVAL: EMILY HARRISON
Assistant City Manager