

MOTION NO. M2016-32

**Purchase of Non-Revenue Utility Vehicles and Cargo Vans**

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	04/07/2016	Final Action	Bonnie Todd, Executive Director for Operations <b>David Huffaker, Deputy Executive Director, Operations and Support Services</b>

**PROPOSED ACTION**

Authorizes the chief executive officer to execute a contract with Columbia Ford Hyundai, Inc. to purchase cargo vans, hybrid compact cars, compact utility vehicles, and a passenger van for Sound Transit’s non-revenue fleet for a total authorized contract amount not to exceed \$365,402.

**KEY FEATURES SUMMARY**

- Sound Transit’s non-revenue fleet is used by staff for agency business.
- The requested amount covers the purchase of three cargo vans, two hybrid compact cars, eight compact utility vehicles, and one passenger van to replace non-revenue fleet vehicles that have high mileage and/or are older than ten years.
- The vehicles will be purchased via a “piggyback” contract off of the Washington State Department of Enterprise Services Contract for vehicles. The \$365,402 reflects Columbia Ford Hyundai’s prices under the State Contract.
- The new vehicles are more fuel efficient than the vehicles being replaced and meet Sound Transit’s overall sustainability goals to reduce energy use.

**BACKGROUND**

Sound Transit owns and operates approximately 180 non-revenue vehicles. These vehicles include facility maintenance trucks, security vehicles, specialty equipment, and vehicles for official agency business when public transportation is not viable.

Non-revenue vehicles are assigned in three ways: (1) to a department or division, (2) to the fleet pool, and (3) to individuals on call 24/7.

Many of the current fleet vehicles have high mileage and/or are older than ten years. The maintenance and repair costs for these vehicles, including staff time to oversee the work, are significant. During the 2015 budget process, a five year plan was established to cycle out the high mileage and older vehicles with new fuel efficient vehicles, including hybrids.

Although the State Contract lists several vendors, Sound Transit staff members determined that Columbia Ford Hyundai, Inc. is the best value over compared to competitors, offering other similar makes/models, and offers the best fit based on the type of vehicles required.

**FISCAL INFORMATION**

There is sufficient funds in both projects to support this action and to support the current replacement plan for administrative and maintenance support vehicles.

Administrative vehicles are funded through the Administrative Capital project while vehicles that perform a support maintenance function are funded through the Non-Revenue Support Vehicle project.

<b>Administrative Capital</b>	<b>2016 TIP</b>	<b>Board Approvals</b>	<b>This Action</b>	<b>Board Approved Plus Action</b>	<b>Uncommitted / (Shortfall)</b>
Administrative Capital	13,087	5,760	291	6,051	7,036
Contingency	397	-		-	397
<b>Total Current Budget</b>	<b>13,484</b>	<b>5,760</b>	<b>291</b>	<b>6,051</b>	<b>7,433</b>

  

<b>Phase Detail - Administrative Capital</b>					
Other Office Equipment	2,473	582	-	582	1,891
Office Furniture	3,048	3,055	-	3,055	(7)
Computer Equip - Hardware	253	253	-	253	-
Admin Facility Upgrades	2,410	-	-	-	2,410
Administrative Non-Revenue Vehicles	4,156	1,870	291	2,161	1,995
Other Administrative Capital	747	-	-	-	747
<b>Total Phase</b>	<b>13,087</b>	<b>5,760</b>	<b>291</b>	<b>6,051</b>	<b>7,036</b>

  

<b>Non-Revenue Support Vehicles</b>	<b>2016 TIP</b>	<b>Board Approvals</b>	<b>This Action</b>	<b>Board Approved Plus Action</b>	<b>Uncommitted / (Shortfall)</b>
Vehicles	2,130	1,085	74	1,159	971
<b>Total Current Budget</b>	<b>2,130</b>	<b>1,085</b>	<b>74</b>	<b>1,159</b>	<b>971</b>

  

<b>Phase Detail - Non-Rev Support Vehicles</b>					
Support Vehicles	1,510	1,085	74	1,159	351
Boom Truck	620	-		-	620
<b>Total Phase</b>	<b>2,130</b>	<b>1,085</b>	<b>74</b>	<b>1,159</b>	<b>971</b>

  

<b>Contract Detail</b>	<b>Board Approvals to Date</b>	<b>Current Approved Contract Status</b>	<b>Proposed Action</b>	<b>Proposed Total for Board Approval</b>
Columbia Ford Hyundai Inc				
Contract Amount	-	-	365	365
<b>Total</b>	<b>-</b>	<b>-</b>	<b>365</b>	<b>365</b>

Notes:

Amounts are expressed in Year of Expenditure \$000s.

Board Approvals = Committed To-Date + Contingency, and includes pending Board actions.

2016 TIP = Project budgets are located on page 98 & 122 of the 2016 Transit Improvement Plan (TIP) as amended

### SMALL BUSINESS/DBE PARTICIPATION

Sound Transit promotes and encourages small business participation, which also includes Disadvantaged Business Enterprises (DBEs). Small Business and DBE goals are based upon an examination of subcontracting opportunities contained in the work of this contract and the number of Small Businesses/DBEs available to perform such subcontracting work.

Sound Transit determined that there were few Small Business and DBE subcontracting opportunities based upon the work described in this contract, so Small Business/DBE goals were not established or required.

### PUBLIC INVOLVEMENT

Not applicable to this action.

## TIME CONSTRAINTS

A one-month delay could create a significant impact to the procurement schedule due manufacturer cut off dates for current year models.

## ENVIRONMENTAL REVIEW

JI 3/29/2016

## LEGAL REVIEW

JW 3/30/2016

**MOTION NO. M2016-32**

A motion of the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority authorizing the chief executive officer to execute a contract with Columbia Ford Hyundai, Inc. to purchase cargo vans, hybrid compact cars, compact utility vehicles, and a passenger van for Sound Transit's non-revenue fleet for a total authorized contract amount not to exceed \$365,402.

**BACKGROUND:**

Sound Transit owns and operates approximately 180 non-revenue vehicles. These vehicles include facility maintenance trucks, security vehicles, specialty equipment, and vehicles for official agency business when public transportation is not viable. Non-revenue vehicles are assigned in three ways: (1) to a department or division, (2) to the fleet pool, and (3) to individuals on call 24/7.

Many of the current fleet vehicles have high mileage and/or are older than ten years. The maintenance and repair costs for these vehicles, including staff time to oversee the work, are significant. During the 2015 budget process, a five year plan was established to cycle out the high mileage and older vehicles with new fuel efficient vehicles, including hybrids.

The vehicles will be purchased via a "piggyback" contract off of the Washington State Department of Enterprise Services Contract for vehicles. The \$365,402 reflects Columbia Ford Hyundai's prices under the State Contract.

The requested amount covers the purchase of three cargo vans, two hybrid compact cars, eight compact utility vehicles, and one passenger van to replace non-revenue fleet vehicles that have high mileage and/or are older than ten years.

Although the State Contract lists several vendors, Sound Transit staff members determined that Columbia Ford Hyundai, Inc. is the best value over compared to competitors, offering other similar makes/models, and offers the best fit based on the type of vehicles required.

**MOTION:**

It is hereby moved by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority that the chief executive officer is authorized to execute a contract with Columbia Ford Hyundai, Inc. to purchase cargo vans, hybrid compact cars, compact utility vehicles, and a passenger van for Sound Transit's non-revenue fleet for a total authorized contract amount not to exceed \$365,402.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on April 7, 2016.

  
\_\_\_\_\_  
Paul Roberts  
Operations and Administration Committee Chair

ATTEST:

  
\_\_\_\_\_  
Kathryn Flores  
Board Administrator