

MOTION NO. M2017-113
Purchase of Non-revenue Fleet Vehicles

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration Committee	09/07/2017	Final Action	Bonnie Todd, Executive Director of Operations Bruce Polnicky, Director, Facilities and Asset Control

PROPOSED ACTION

Authorizes the chief executive officer to execute a contract with Columbia Ford to purchase vehicles for Sound Transit’s non-revenue fleet for a total authorized contract amount not to exceed \$288,985 plus applicable taxes.

KEY FEATURES SUMMARY

- Sound Transit’s non-revenue fleet is used by staff for agency business.
- The requested amount covers the purchase of eleven vehicles to replace existing non-revenue fleet vehicles that have high mileage and/or are older than ten years, expand the fleet pool for staff use, and provide new staff required vehicles.
- This contract is a piggyback contract off of the Washington State Department of Enterprise Services Contract for gas and hybrid sedans, utility vehicles and cab and chassis trucks.
- The new vehicles fit with Sound Transit’s overall sustainability goals to reduce energy use by incorporating hybrid or turbo charging technology. The average city/highway mile per gallon use for the replacement passenger vehicles is 30-45 miles per gallon, and for the older vehicles it is 15-20 miles per gallon.
- Applicable taxes for this action are currently estimated at \$24,275.

BACKGROUND

Sound Transit owns and operates approximately 159 non-revenue passenger vehicles, light duty trucks and vans, and heavy duty vehicles. The vehicles are only used for official agency business by Sound Transit employees and contracted partners when public transportation or other alternatives, such as walking, are not reasonable. Non-revenue vehicles (NRVs) are assigned in three ways: (1) to the fleet pool, (2) to a department or division, and (3) to individuals.

Many of the 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. The NRV fleet program is in the midst of a five year plan that was established to cycle out the high mileage and older vehicles with new fuel efficient vehicles, including hybrids.

PROCUREMENT INFORMATION

This contract is a piggyback contract off of the Washington State Department of Enterprise Services Contract for hybrid sedans, utility vehicles and cab and chassis trucks.

Although the State Contract lists several vendors, after reviewing the pricing for each vendor, Columbia Ford is less expensive than its competitors offering other similar makes/models, and offers the best fit based on the type of vehicles required. There is an additional advantage in having a fleet of common manufacturer to facilitate driver familiarity with the vehicles.

FISCAL INFORMATION

This action is within the authorized project allocation to date and sufficient monies remain after approval of this action to fund the remaining project work.

The authorized project allocation to date for the Admin Capital project is \$17,283,724. Within that amount, \$16,936,865 has been allocated to the admin phase for purchase of administrative assets critical to the successful operation of the agency including non-revenue vehicles. The proposed action would commit \$288,985 plus applicable sales taxes for an estimated total of \$313,260 for this action and leave \$9,920,609 remaining budget for other purchases.

Admin Capital

	2017 TIP	Board Approvals	This Action	Board Approved Plus Action	Uncommitted / (Shortfall)
Admin Capital	16,937	6,703	313	7,016	9,921
Contingency	347				347
Total Current Budget	17,284	6,703	313	7,016	10,267

Phase Detail

Admin Capital

Admin Capital	16,937	6,703	313	7,016	9,921
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Contract Detail

Impact Recovery Systems, Inc.

	Board Approvals to Date	Current Approved Contract Status	Proposed Action	Proposed Total for Board Approval
Contract Amount			289	289
Contingency Amount				
Estimated Sales Tax			24	24
Total Contract			313	313
Percent Contingency	0%	0%	0%	0%

Notes:

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

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

Project budget page can be found on page 127 Of 147 in the Adopted 2017 Transit Improvement Plan (TIP).

SMALL BUSINESS/DBE PARTICIPATION AND APPRENTICESHIP UTILIZATION

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.

PUBLIC INVOLVEMENT

Not applicable to this action.

TIME CONSTRAINTS

A one-month delay would not create a significant impact to the project schedule.

ENVIRONMENTAL REVIEW

KH 9/1/2017

LEGAL REVIEW

AJP 8/31/2017

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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 to purchase vehicles for Sound Transit's non-revenue fleet for a total authorized contract amount not to exceed \$288,985 plus applicable taxes.

BACKGROUND:

Sound Transit owns and operates approximately 159 non-revenue passenger vehicles, light duty trucks and vans, and heavy duty vehicles. The vehicles are only used for official agency business by Sound Transit employees and contracted partners when public transportation or other alternatives, such as walking, are not reasonable. Non-revenue vehicles (NRVs) are assigned in three ways: (1) to the fleet pool, (2) to a department or division, and (3) to individuals.

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The requested amount covers the purchase of eleven vehicles to replace existing non-revenue fleet vehicles that have high mileage and/or are older than ten years, expand the fleet pool for staff use, and provide new staff required vehicles.

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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 to purchase vehicles for Sound Transit's non-revenue fleet for a total authorized contract amount not to exceed \$288,985 plus applicable taxes.

APPROVED by the Operations and Administration Committee of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 7, 2017.



Paul Roberts
Operations and Administration Committee Chair

ATTEST:



Kathryn Flores
Board Administrator