



MEMORANDUM

TO: The Honorable Mayor and City Council
FROM: Sam Webb, Superintendent of Fleet Services
DATE: November 15, 2021
SUBJECT: Recommendation to Purchase Vehicle Upfitting and Communication Equipment Services

Request

Approve the resolution for the purchase of Vehicle Upfitting and Communication Equipment Services.

Background

New City vehicles often require additional specialized equipment to be installed before a vehicle can be effectively used for its intended purpose. The Fleet Services Division of Public Works utilizes both in-house staff and contracted vendors to perform upfitting services to install this equipment.

Scope of Work

The proposed services include mobile and stationary two-way radio installation and repair, installation and repair of warning lights, sirens, and other specialized equipment that is not supplied by the vehicle original equipment manufacturer. Components to be installed are purchased separately under other contracts and/or within purchasing guidelines.

Bid Results

Bids were received from the following vendors:

Vendor	Price
Illinois Communications Sales, Inc.	\$54,800
Ultra Strobe Communications, Inc.	\$65,115
Communications Direct	\$75,720

Procurement Review

Procurement staff reviewed the bid from Illinois Communications Sales, Inc. for conformity with the City’s terms and conditions, bid bond and insurance requirements. Illinois Communications Sales, Inc. is compliant with the bid requirements.

Budget Impact

City staff annually requests funding in multiple accounts from multiple departments for equipment repair and maintenance services. Installation services are typically funded as part of vehicle replacements in account 60070647-70050.



Recommendation

Staff recommends that the City Council adopt the resolution authorizing the execution of Agreement No. 246 for Vehicle Upfitting and Communication Equipment Services with Illinois Communications Sales, Inc. for a three (3) year term and for a total amount not to exceed \$54,800 (\$18,266.66 annually). There are two (2) additional one-year extensions available if Illinois Communications Sales, Inc. agrees to extend at the same pricing, terms, and conditions.

The Agreement with its exhibits, including the bid package and bid response, are on file in the City Clerk's office and available for review.

RESOLUTION R-2021-

A RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENT NO. 246 WITH ILLINOIS COMMUNICATIONS SALES, INC. FOR VEHICLE UPFITTING AND COMMUNICATION EQUIPMENT SERVICES FOR A TOTAL AMOUNT NOT TO EXCEED \$54,800

WHEREAS, the City prepared a bid package (Bid Number 21-114) that included Vehicle Upfitting and Communication Equipment Services; and

WHEREAS, City staff annually requests funding in multiple accounts from multiple departments for equipment repair and maintenance services. Installation services are typically funded as part of vehicle replacements in account 60070647-70050; and

WHEREAS, the City solicited bids in a public bidding process for a three (3) year agreement and bids were publicly opened and read on October 26, 2021, at 11:00 AM. Illinois Communications Sales, Inc. was determined to be the lowest, responsive, responsible bidder with a bid amount of \$54,800, with an option to extend the agreement for two (2) additional one (1) year terms, upon the same pricing, terms, and conditions; and

WHEREAS, both parties agree to the terms and conditions set forth in the bid proposal and the agreement contained in the City's bid package for Vehicle Upfitting and Communication Equipment Services; and

WHEREAS, the corporate authorities of the City of Wheaton, DuPage County, Illinois find it reasonable and appropriate to enter into an agreement with Illinois Communications Sales, Inc., 145 Covington, Bloomingdale, Illinois 60108, for Vehicle Upfitting and Communication Equipment Services.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of Wheaton, Illinois, that:

The Mayor is hereby authorized to execute, and the City Clerk is hereby directed to attest to City of Wheaton Agreement No. 246 with Illinois Communications Sales, Inc., 145 Covington, Bloomingdale, Illinois 60108, for Vehicle Upfitting and Communication Equipment Services for a three (3) year term, for a total amount not to exceed \$54,800 (\$18,266.66 annually), with the option to extend the agreement at the same prices and terms for two (2) additional one (1) year terms; and that a copy of that certain City of Wheaton Agreement No. 246 is on file with the City Clerk's office as Exhibit A to this Resolution R-2021-____ and is hereby incorporated into this Resolution as if fully set forth herein.

ADOPTED this 15th day of November 2021.

Mayor

ATTEST:

City Clerk

Roll Call Vote:

Ayes:

Nays:

Absent: