



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 Equipment

Request

Approve the resolution for the purchase of Vehicle Upfitting Equipment.

Background

Each year, as vehicles are replaced, the equipment installed in the vehicles to be replaced is evaluated for re-use or replacement. Certain equipment is replaced because of vehicle model changes that render the existing equipment unusable due to fitment issues. Other equipment is replaced due to obsolescence resulting from advancements in technology, for vehicle standardization reasons, or due to condition. This purchase is for equipment that will be replaced for at least one of these reasons.

Scope of Work

This request is for the purchase of equipment only. The winning Proposer will supply the equipment necessary to upfit vehicles to specification. Warranty and product support is included in the contract.

Proposals Results

Proposals were received from the following vendor(s):

- Fleet Safety Supply \$37,984.80

Procurement Review

A formal solicitation was issued to five (5) Vendors, but only one response was received. Staff reached out to the remaining four (4) Vendors to determine why they did not submit a proposal. One Vendor stated that they were a small business and could not compete with the larger companies on the Qualified Vendors List. Another stated that they did not receive the solicitation, and the remaining two vendors did not respond.

Staff has determined that the specifications were clear and not unduly restrictive. Adequate competition was solicited, and it was reasonably assumed that more than one proposal would have been submitted. A price analysis indicates that proposed prices are fair and reasonable with an overall increase of less than 1% from 2020.



Procurement staff reviewed the solicitation from Fleet Safety Supply for conformity with the City’s terms and conditions and insurance requirements. Fleet Safety Supply is compliant with the solicitation requirements.

Budget Impact

The cost of vehicle upfitting equipment has been included in the per vehicle replacement cost of Police Units 348, 352, 353, and 354 which totaled \$191,268 in CY2021. The vehicles, which were approved for replacement during the June 21, 2021 City Council Meeting, have been ordered at a cost of \$150,238 leaving \$41,030 for the purchase of upfitting labor, upfitting equipment, and vehicle graphics. Staff anticipates that the total cost of the vehicles with these items added will be approximately \$14,354 over budget. Funds are available and reserves are adequate in account 60070647-70050 to accommodate the purchase of vehicle upfitting equipment.

Unit	Budget	Vehicle Cost	Upfitting Labor+ Graphics	Upfitting Equipment	Amt (Over) Under Budget
348	\$47,817	\$37,661	\$4,350	\$9,496	(\$3,690)
352	\$47,817	\$37,458	\$4,350	\$9,496	(\$3,487)
353	\$47,817	\$37,661	\$4,350	\$9,496	(\$3,690)
354	\$47,817	\$37,458	\$4,350	\$9,496	(\$3,487)
Total All Units	\$191,268	\$150,238	\$17,400	\$37,985	(\$14,354)

Recommendation

Staff recommends that the City Council adopt the resolution authorizing the execution of Agreement No. 248 for Emergency Vehicle Upfitting Equipment with Fleet Safety Supply for a total amount not to exceed \$37,984.80. The agreement is effective for a one-year term, with the option to extend at the same prices and terms for two (2) additional one (1) year terms.

The specifications proposal, quotation, and City’s Agreement are on file in the City Clerk’s office for review.

RESOLUTION R-2021-

**A RESOLUTION AUTHORIZING THE EXECUTION OF AGREEMENT NO. 248 WITH
FLEET SAFETY SUPPLY FOR VEHICLE UPFITTING EQUIPMENT FOR
A TOTAL AMOUNT NOT TO EXCEED \$37,984.80**

WHEREAS, the City prepared a Request for Proposal package (RFP Number 21-132) for Vehicle Upfitting Equipment; and

WHEREAS, Fleet Safety Supply submitted a proposal to provide vehicle upfitting equipment in the amount of \$37,984.80; and

WHEREAS, the City budgeted funds in the Fleet Services Fund in the amount of \$41,030 for vehicle upfitting equipment, upfitting labor, and vehicle graphics. Staff anticipates that the total cost for the equipment and services will be approximately \$55,385; Reserves are available to accommodate the additional cost; and

WHEREAS, both parties agree to the terms and conditions and pricing set forth in the RFP proposal for Vehicle Upfitting Equipment; and

WHEREAS, the corporate authorities of the City of Wheaton, DuPage County, Illinois find it reasonable and appropriate to enter into a purchase agreement with Fleet Safety Supply, PO Box 649, Naperville, Illinois, 60566, for the purchase of Vehicle Upfitting Equipment.

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. 248 with Fleet Safety Supply, PO Box 649, Naperville, Illinois, 60566, for Vehicle Upfitting Equipment for a one (1) year term, for a total amount not to exceed \$37,984.80, 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. 248 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: