

**ConColumbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Fleet Maintenance/Truck Shop Services and Repairs (Annual Contract) – RFP No. 21-0023
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of an annual contract for Fleet Maintenance/Truck Shop Services and Repairs with Four Star Freightliner (Montgomery, AL) as the Primary Contractor, and with Associated Fuel Systems (Conley, GA) as the Secondary Contractor. The recommended vendor's proposed cost is within budget.

This contract is necessary to subsidize a lack of mechanics due to position vacancies in the Public Works Fleet Maintenance Division, Truck Shop Section. Currently, the truck shop has five vacant Fleet Tech III positions. The Fleet Maintenance Division has a total of three Tech I and Tech II mechanics who are not skilled to the degree of a Fleet Tech III; therefore, they cannot do the same work. Fleet Maintenance has had all positions posted for the last two years due to retirements, resignations, and medical sickness. Responding applicants do not meet the minimum requirements or have no diesel mechanics training or knowledge. By putting this contract in place, this will allow Fleet to bring in qualified mechanics to assist current staff with maintaining the truck shop fleet to include garbage trucks, grab-all trucks, dump trucks, eductor trucks, tractors, etc.

Contractors will be required to:

- Provide all necessary labor and equipment necessary to perform repairs at the designated Columbus location (i.e. 1011 Cusseta Road/Columbus Shop). In the event a service or repair cannot be performed at the designated Columbus location, Columbus reserves the right to deliver equipment to the awarded vendor or designated location or request that awarded vendor arrange for transportation of equipment and include costs on the invoice.
- Provide maintenance/repair services: Inspect all trucks electrical components, including lighting; inspect all trucks A/C components; inspect all trucks hydraulics/DEF units; inspect specialty vehicles for pumps, hydraulics, electrical, etc.; and provide a maintenance report to Columbus for each truck serviced and or repaired.
- Conduct a thorough diagnostic evaluation of each requested vehicle and provide those results to the Truck/Car Shop Supervisor or Fleet Manager. Along with these diagnostics an itemized list of parts and costs to repair shall be submitted to the Truck/Car Shop Supervisor or Fleet Manager for approval and to obtain the parts. All repairs shall be pre-approved by either the Truck/Car Shop Supervisor or the Fleet Manager and upon completion of said repairs approved by the same.
- Provide one ASE certified mechanic to work at and on Fleet Management vehicles at least once per week. Additional mechanics or days needed will be dependent on the repairs needed.

- Awarded contractor(s) shall respond on site for unscheduled repair service within three (3) days from receiving a request from Columbus. Columbus will provide physical address of vehicle.
- Awarded contractor(s) shall guarantee all work performed on a vehicle for 2 months or 10,000 miles, whichever is longer.

The contract term shall be for two (2) years with the option to renew for three (3) additional twelve-month periods.

Annual Contract History:

This is a new contract.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry, and on DemandStar on February 22, 2021. This RFP has been advertised, opened, and evaluated. Five (5) proposals were received on March 26, 2021.

The responding vendors were:

- Four Star Freightliner (Montgomery, AL)**
- Associated Fuel Systems (Conley, GA)**
- Carolina Environmental Systems, Inc. (Austell, GA)
- Rush Truck Center (Columbus, GA)
- Dickinson Fleet Services (Doraville, GA) *

**Dickinson Fleet Services failed to provide the required E-Verify Affidavit, deeming the vendor non-responsive.*

The following events took place after receipt of the proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	05/06/21	The RFP document and related addenda, as well as the RFP rules and process, were provided to evaluation committee members to review prior to the virtual meeting. The Purchasing Manager gave an overview of the rules and policies of the evaluation process. The Project Head gave an overview of the needs of the Fleet Division for this contract. A date was selected for the 1 st Evaluation Meeting.
1 st Evaluation Meeting	05/27/21	The Purchasing Manager opened the meeting, and each proposal was discussed by the committee. It was determined that several clarifications were required from each vendor.
Clarifications Requested	06/10/21	Requests for clarifications forwarded to vendors.
Clarifications Received	06/17/21	Clarification responses received and forwarded to committee members. It was determined that no further clarifications were needed.
Evaluation Forms Sent	06/18/21	Evaluation forms were forwarded to the voting committee members.

Evaluation Forms Returned	07/14/21	Evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	07/15/21	Evaluation results were forwarded to the Evaluation Committee for review.
Recommendation Received	07/16/21	The committee members unanimously voted to award to the two (2) highest scoring vendors.

Evaluation Committee:

Proposals were reviewed by members of the Evaluation Committee, which consisted of two voting members from the Public Works Department, and one voting member from Fire/EMS.

One representative from Public Works served as an alternate voter. One representative from METRA and two representatives from Public Works served as non-voting advisors.

Award Recommendation:

Based on the evaluation results, the Committee unanimously recommended award to Four Star Freightliner (Montgomery, AL) as the Primary Contractor, and to Associated Fuel Systems (Conley, GA) as the Secondary Contractor; the two highest ranking vendors.

Vendor Qualifications/Experience:

- **Four Star Freightliner (Primary Contractor) –**
 - Four Star Freightliner was founded in 2000 and has provided trained technicians in the transportation industry for twenty-one years.
 - Four Star Freightliner has technicians with over 30 years of combined experience at the Valley, AL location.
 - Four Star Freightliner provides repairs for engines, transmissions and differentials and other systems including Detroit diesel and Cummins engines, Freightliner and Western Star chassis, Allison and Eaton transmissions and differentials, Wabco systems, Bendix, and aftertreatment systems.
 - Four Star Freightliner service provides a 3-step repair process to ensure maximum efficiency and quick turn-around of repaired vehicles: 1) Express Assessment Diagnosis that includes inspection and checking for DOT violations, troubleshooting, repair plan, parts estimate, and estimated time of completion; 2) Repair; and 3) Verification Tests.
 - Listed below are the last three (3) clients for whom the firm has provided the same or similar services:
 - ✧ Columbus Consolidated Government (Columbus, GA) – Performed on-site repairs in the city’s shop and in vendor’s Montgomery, AL shop; \$65K (2020).
 - ✧ City of Montgomery (Montgomery, AL) – Performed on-site repairs in the city’s shop and in vendor’s Montgomery, AL shop; \$107K (2020).
 - ✧ Albany Beverage (Albany, GA) – Performed on-site repairs at the customer’s location and in vendor’s Albany, GA shop; \$170K (2020)

- **Associated Fuel Systems (Secondary Contractor) –**

- Associated Fuel Systems was founded in 1981 and is a full-service diesel engine and machine shop.
- Associated Fuel Systems can inspect, diagnose, and repair all aspects of a diesel engine in-house.
- Associated Fuel Systems services a variety of automotive, industrial, and heavy-duty applications, marine and off-road equipment.
- Associated Fuel Systems' machine shop services camshafts, connecting rods, cylinder heads and blocks, and is experienced in general machining and two types of magnafluxing. They are also experienced in repairs for various components such as air compressors, A/C compressors, fan clutches, fuel injectors, fuel pumps, transmissions, turbochargers, and water pumps.
- Listed below are the last three (3) clients for whom the firm has provided the same or similar services:
 - Atlanta Public Schools (Atlanta, GA) – Currently providing diesel engine parts and repair services. Providing Cummins and on-site mobile service repairs as well as warranty claims as the local authorized Cummins Dealer and Service shop. Also, currently offering PM and DOT inspection services/repairs for the fleet; 2016 – current; (on-going service and parts contract).
 - City of Atlanta Sanitation (Atlanta, GA) – Currently providing PM programs for Crane Carrier refuse trucks as well as warranty services, repairs, and parts as the local authorized Crane Carrier Dealer. Also, providing parts and services for all their diesel & CNG engine needs; 1993 – current; (on-going).
 - Georgia DOT (Thomaston, GA) – Currently providing parts, services, and repairs. Also, the preferred vendor for machined and re-manufacturing components such as cylinder heads, turbo chargers, and complete diesel engines. Perform on-site work for downed engines; 2016 – current; (on-going).

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds will be budgeted each fiscal year for this ongoing expense: Various Departments - Auto Parts and Supplies 6721.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT FOR FLEET MAINTENANCE/TRUCK SHOP SERVICES AND REPAIRS WITH FOUR STAR FREIGHTLINER (MONTGOMERY, AL) AS THE PRIMARY CONTRACTOR, AND WITH ASSOCIATED FUEL SYSTEMS (CONLEY, GA) AS THE SECONDARY CONTRACTOR.

WHEREAS, an RFP was administered (RFP 21-0023) and proposals were received from five (5) offerors; and,

WHEREAS, the proposals submitted by Four Star Freightliner and Associated Fuel Systems met all proposal requirements and were evaluated responsive to the RFP; and,

WHEREAS, the term of contract shall be for two years, with an option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute an annual contract with Four Star Freightliner (Montgomery, AL) as Primary Contractor, and with Associated Fuel Systems (Conley, GA) as Secondary Vendor to provide Fleet Maintenance/Truck Shop Services and Repairs.

Funds will be budgeted each fiscal year for this ongoing expense: Various Departments - Auto Parts and Supplies 6721.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor