

DATE: December 2, 2019
TO: Matt Jordan, General Manager
FROM: Charles H. Carden, Chief Operating Officer *CHC*
SUBJECT: Fleet Management Contract with Enterprise F M Trust – Fiscal Year 2020 Fleet Purchases, Disposals, and Maintenance – *Approve*

SUMMARY

Staff annually reviews the agency fleet against the Agency vehicle replacement policy and has concluded that six vehicles are eligible for replacement. Fleet maintenance activities are currently contracted with Enterprise F M Trust and the contract has been successful, with increased repair options and faster response time for repairs.

RECOMMENDATION

Approve purchase of six vehicles, disposal of six vehicles, and continued contracted Fleet Management activities through Enterprise F.M. Trust under The Interlocal Purchasing System – USA. Contract # 190402

COST/FUNDING SOURCE

\$322,000.00 - Approved FY 2020 Uniform Rate

DISCUSSION

In February 2018 the Board approved award of a Fleet Management Contract to Enterprise F M Trust (Enterprise). Staff have been working successfully with Enterprise through 2018 and 2019, with increased repair options and faster response time for repairs. Staff recommends continuing the working relationship with Enterprise for contract Fleet Management. Staff also request Board Approval for Fiscal Year 2020 Fleet Purchases. These purchases will be through Enterprise but will continue in accordance with Board approved fleet mileage and age guidelines.

2020 Vehicle Replacement Purchase Recommendation:

Following the replacement criteria approved by the Board in April 2011, the agency regularly evaluates the fleet for vehicles with high mileage and/or age to be replaced. The Board approved agency vehicle replacement policy set age and mileage triggers at eight years and/or 90,000 miles for cars and standard duty trucks. It also created a separate classification for off-road and severe duty trucks with age and

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mileage triggers at five years and/or 70,000 miles. In all cases, vehicle condition, mileage trends, current and future utilization, and repair costs are considered before reaching a decision on replacement.

There are six vehicles selected for replacement in FY 2020. The funds for these vehicle replacements are within the Board Approved Fiscal Year 2020 Budget.

Based on the vehicle replacement policy, the vehicles listed in Table 1 are recommended to be disposed of by Enterprise as part of the overall Fleet Management Program. They will be sold in a manner that realizes the highest rate of return to Tampa Bay Water. Table 2 identifies the purchase of six vehicles through Enterprise together with a Not to Exceed (NTE) amount for those purchases.

It is important to note that there are additional vehicles in the fleet that qualify for disposal/replacement based on the vehicle replacement policy triggers. However, based on condition, utilization, and other factors, those vehicles do not need to be replaced at this time.

The table below denotes projected mileage at replacement. This is calculated based on December 2019 vehicle ordering/purchase, lead time, and subsequent delivery of replacement vehicles on April 30, 2020.

TABLE 1
VEHICLES TO BE DISPOSED OF THROUGH ENTERPRISE

VEH #	DESCRIPTION	Age at Replacement	Mileage at Replacement
366	2013 F-250 Extra Cab 4WD*	7	107,658
445	2014 Savanna AWD Van	6	93,144
553	2015 Express 2WD Van	5	90,352
581	2015 Silverado Extra Cab 4WD*	5	82,077
622	2016 F250 Extra Cab 4WD*	4	78,173
646	2016 F250 Extra Cab 4WD*	4	94,130
* denotes severe duty or off-road use			

TABLE 2
VEHICLES AND ACCESSORIES TO PURCHASE THROUGH ENTERPRISE

QTY	DESCRIPTION	NTE COST
6	½ or ¾ ton 4WD Pick Up Truck	\$190,000
N/A	Vehicle Accessories Purchase – Winches, Service Bodies, etc.	\$26,000
	VEHICLE PURCHASE TOTAL	\$216,000

The Total Cost shown on Page 1 reflects the following Fiscal Year 2020 Approved Budgeted items:

Annual Fleet Vehicle Replacement Costs	\$216,000.00
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Annual Maintenance Costs for the Agency Fleet	\$106,000.00
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Total FY 2019 Fleet Purchase and Maintenance Costs: \$322,000.00

BACKGROUND

In order to be more efficient in fleet oversight, Tampa Bay Water entered into a Fleet Management contract with Enterprise in February 2018. Enterprise is currently handling the vehicles from purchase, outfitting, and use through retirement and disposal.