



MEMORANDUM

City of Venice

Finance Department

TO: Edward Lavalley, City Manager

FROM: Peter Boers, Procurement Manager

THROUGH: Linda Senne, Finance Director

DATE: January 29, 2019

COUNCIL APPROVAL: Yes

MEETING DATE: February 26, 2019

STRATEGIC PLAN GOAL: Provide Efficient, Responsive Government with High Quality Services

SUBJECT: Approval of a Unit Price Term Contract with American Import Auto, Inc., for Fleet Maintenance and Related Services

Background: On September 29, 2018, the City issued Request for Proposal (RFP) 3078-18 for Fleet Maintenance and Related Services. Three (3) proposals were received on November 5, 2018. The proposals were reviewed for responsiveness and forwarded on to the Evaluation Committee. On November 26, 2018, the Evaluation Committee met to review, discuss, score and rank the proposals. Upon completion of the discussion, the proposals were scored and ranked in the following order:

- 1) American Import Auto, Inc. 525 pts.
- 2) First Vehicle Services 473 pts.
- 3) King & George, LLC 253 pts.

A Notice of Action was issued on November 26, 2018 recommending award to American Import Auto, Inc.

Requested Action: Approval of a Unit Price Term Contract with American Import Auto, Inc., for Fleet Maintenance and Related Services.

City Attorney Review/Approved: Yes

Risk Management Review: Yes

Finance Department Review/Approved: Yes

Funds Availability (account number): Funds are budgeted within each department's operating budget

ORIGINAL(S) ATTACHED:

Proposals Received

Evaluation Meeting Notice

Evaluation Meeting Score Sheets Summary

Notice of Action

Term Contract for Fleet Maintenance and Related Services

Cc:

James Clinch, Public Works Director

Travis Hout, Fleet Manager