



CITY COUNCIL AGENDA REPORT

MEETING DATE: July 5, 2016

ITEM NUMBER: CC-8

SUBJECT: VEHICLE LIGHTING AND EQUIPMENT INSTALLATION SERVICES

DATE: June 23, 2016

FROM: PUBLIC SERVICES DEPARTMENT – MAINTENANCE SERVICES DIVISION

PRESENTATION BY: BRUCE HARTLEY, MAINTENANCE SERVICES MANAGER

FOR FURTHER INFORMATION CONTACT: BRUCE LINDEMANN (714) 327-7470

RECOMMENDATION

1. Approve and authorize the Chief Executive Officer and the City Clerk to execute a three (3) year service agreement for the vehicle lighting and equipment installation services with Stommel Inc. dba. LEHR, 1370 North McCain Street, Anaheim, CA 92806, effective July 6, 2016 through July 5, 2019, in an amount not to exceed \$150,000 annually (Attachment 1).
2. Authorize the Chief Executive Officer to renew the agreement for two (2) additional one year terms, upon mutual agreement of both parties.

BACKGROUND

The City of Costa Mesa maintains an inventory of approximately three hundred forty (340) vehicles and pieces of equipment. The City annually purchases replacement emergency and public works vehicles which require the addition of emergency equipment, radios, safety lighting and other components to meet the requirements of the City departments' intended use of the vehicle. The primary departments that require vehicles with lighting and equipment are the Police Department, Fire Department and the Public Services Department.

"Code 3 Equipment", which includes emergency safety lighting, rear seat prisoner barriers, prisoner retention seating, center console units, trunk-mounted electronic component trays, weapon retention systems and push bumpers, is added to police vehicles prior to putting them into service. Fire vehicles typically receive only lighting equipment, with most other specialized equipment included in the initial purchase of the apparatus.

Non-emergency vehicles typically require less extensive equipment, primarily focused on safety and visibility. This equipment includes flashing amber lighting, rear window protective screening, and reflective graphics.

On April 29, 2016 the Purchasing Division advertised an Invitation for Bid No.16-38 for Vehicle Lighting and Equipment Installation Services. As required by the City of Costa Mesa Municipal Code, the "Notice Inviting Bids" was sent to qualified vendors, published in the Daily Pilot Newspaper and posted on the City's website (Attachment 2).

The IFB No. 16-38 for Vehicle Lighting and Equipment Installation Services was released with the following schedule:

Release of IFB No. 16-38
Deadline for Written Questions

April 29, 2016
May 3, 2016

Responses to Questions Posted on City's website
Bids Due
Award of Contract

May 5, 2016
May 13, 2016
July 5, 2016

In response to questions from interested bidders, an Addendum was issued with a revised bid sheet (Attachment 3).

In response to IFB No.16-38, three (3) vendors submitted bids.

- Stommel Inc. dba. LEHR
- COMMLine Inc.
- AEP-California, LLC

ANALYSIS

IFB No.16-38 allowed bidders to provide bid information based on equipment specifically selected for the City of Costa Mesa's Police Department vehicles, which are expected to be the largest portion of the work. An extensive parts list supplied to the prospective bidders provided the opportunity for each company to offer their best price on parts, equipment, discounts, warranties, installation services, hourly rate charges and a miscellaneous parts charge.

A bid evaluation and tabulation was conducted by the Purchasing Division. The results identified Stommel Inc. dba. LEHR (LEHR) as the lowest, responsive and responsible bidder (Attachment 4). References were checked. A questionnaire was sent by Purchasing Division to municipalities that currently have contracts in place for services similar to those in the City's IFB No.16-38, Attachment A, Scope of Work with LEHR, in regards to service levels and workmanship. All responses received were favorable.

FISCAL REVIEW

Funding for this contract is included in the FY16-17 Public Services Department Operations and Maintenance budget.

ALTERNATIVES CONSIDERED

The Council could reject the bids and direct staff to re-advertise the work. However, it is not likely new bids with lower pricing would be obtained.

LEGAL REVIEW

The City Attorney's Office has reviewed and approved the attached agreement as to form.

CONCLUSION

Proper installation of 'Code 3' components and other emergency equipment is an integral part of maintaining a municipal vehicle fleet. It is critical to placing new and/or replacement emergency vehicles into service in a timely and safe manner. The award of this contract to Stommel Inc. dba LEHR will allow for the timely outfitting of emergency and public works vehicles and delivery to the affected City departments. Stommel Inc. dba. LEHR was the lowest responsive and responsible bidder and has performed well in a similar capacity for the City in the past.

It is therefore recommended that the Council award the proposed three (3) year service agreement with two (2) optional one year renewals to Stommel Inc. dba. LEHR as a cost effective method to ensure that emergency and non-emergency vehicles are up-fitted with the proper equipment.

JAMES ROSS
Interim Public Services Director

BRUCE HARTLEY
Maintenance Services Manager

Attachments:

1. [Agreement](#)
2. [Invitation for Bid NO. 16-38](#)
3. [Addendum](#)
4. [Bid Tabulation](#)

C: Stommel Inc. dba. LEHR
1370 North McCain Street
Anaheim, Ca 92806