



## **AGENDA MEMORANDUM**

Future Item for the City Council Meeting of July 31, 2018  
Action Item for the City Council Meeting of August 14, 2018

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**DATE:** July 31, 2018

**TO:** Keith Selman, Interim City Manager

**FROM:** Jim Davis, Director of Fleet Maintenance  
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<p><b>Purchase and Installation of Upfitting Equipment for Police Vehicles, with a Two-Year Service Agreement</b></p>
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**CAPTION:**

Motion authorizing the purchase and installation of upfitting equipment on police vehicles, with a two-year service agreement for \$365,362.75 from Cap Fleet Upfitters of Temple, Texas, via the BuyBoard Cooperative.

**PURPOSE:**

This item is to approve the purchase and installation of upfitting equipment on police vehicles, with a two-year service agreement.

**BACKGROUND AND FINDINGS:**

Due to the increased use of Ford Utility Interceptors, it is necessary to purchase 44 upfitting kits in order to place these units in service at the appropriate time and replace equipment on existing fleet. Upfitting is the term used to describe everything that goes in a Police Marked unit so that it may function properly. Fleet Maintenance Services Department will be able to re-use the computers, cameras and radios for all of the existing units however; the remaining equipment that must be purchased includes such items as lights, full compartment partitions, sirens, push bumpers, and center console keyboard mounting plates, etc. The cost per unit is \$8,303.70.

The total cost is based on the Buy Board Contract 524-17 for upfitting equipment installation services. The purchase and installation of this equipment will all be paid for in fiscal year FY2018-19.

**ALTERNATIVES:**

No alternatives

**OTHER CONSIDERATIONS:**

Not applicable

**CONFORMITY TO CITY POLICY:**

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

**EMERGENCY / NON-EMERGENCY:**

Non-emergency.

**DEPARTMENTAL CLEARANCES:**

Police Department

Fleet Maintenance Services

**FINANCIAL IMPACT:**

X Operating      ☐ Revenue      ☐ Capital      ☐ Not applicable

<b>Fiscal Year: 2016-2017</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget	\$9,395,648.23	\$0.00	\$9,395,648.23
Encumbered / Expended Amount	\$6,108,745.78	\$0.00	\$6,108,745.78
This item	\$0.00	\$365,362.75	\$365,362.75
BALANCE	\$2,921,539.70	\$0.00	\$2,921,539.70

Fund(s): Fleet Maint Svc and CC Crime Control

**Comments:** None

**RECOMMENDATION:**

Staff recommends approval of the motion as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement

Price Sheet