



AGENDA MEMORANDUM

Action Item for the City Council Meeting September 8, 2020

DATE: September 8, 2020

TO: Peter Zaroni, City Manager

FROM: Jim Davis, Director of Asset Management
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Decals for City Vehicles

CAPTION:

Motion authorizing a three-year service agreement with Insignia Design Solutions LLC, for a total amount not to exceed \$150,000.00, to provide decal services for City vehicles, effective upon issuance of notice to proceed, with FY 2021 funding available in the Fleet Maintenance Services Fund.

SUMMARY:

This motion authorizes a three-year service agreement for decal services for City vehicles. Decal services are necessary to identify City vehicles used by various departments, including Police, Fire, Streets and Solid Waste. These identity services keep the community aware and safe.

BACKGROUND AND FINDINGS:

The purpose for this service agreement is for decal services for City vehicles. Asset Management utilizes these services to keep City vehicles up to code per City Ordinance and for identification purposes. Currently, Asset Management obtains these services on an as needed basis by soliciting individual quotes and issuance of Purchase Orders.

The Contracts and Procurement Department conducted a competitive Request for Bid process to obtain bids for a new contract. The City received three responsive, responsible bids. Staff is recommending the award to the lowest responsive, responsible bidder Insignia Design Solutions LLC.

ALTERNATIVES:

These services are required per City Ordinance; therefore, were this contract not approved, the Department would need to continue to obtain these services by purchasing them on an individual and as needed basis at current prices. On the other hand, approval of this contract will produce significant savings of between 20% and 40% per job. A long-term agreement will be an efficient way of obtaining these services in a timely manner, will lock-in the price throughout the three-year term of the contract, and, as stated above, will generate substantial savings for the City.

FISCAL IMPACT:

There will be no fiscal impact for Asset Management in FY 2020 for decal services on City vehicles, with the remaining cost to be funded in future years through the annual budget process.

Funding Detail:

Fund:	5110 Fleet Maintenance Services
Organization/Activity:	40170 Fleet Operations
Mission Element:	202 Maintain the Fleet
Project # (CIP Only):	N/A
Account:	530100 Vehicle Repairs

RECOMMENDATION:

Staff recommends approval of this motion authorizing a three-year agreement with Insignia Design Solutions LLC for decal services as presented. Again, as stated above, this agreement will save The City up to 40 percent.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement