M E M O R A N D U M

To: Gregory P. Harrison, City Manager

Through: Otis J. Thomas, General Services Director

From: Jeff English, Purchasing Agent

Subject: Approval to Piggyback Sourcewell (former NJPA) Contract #060618EFM "Fleet
                Management Services"

Contract Need/Background

The Finance Public Works Departments request approval to piggyback Sourcewell Contract
#060618EFM "Fleet Management Services," from Enterprise Fleet Management. The National
Joint Powers Alliance (NJPA) issued cooperative Request for Proposal (RFP) #060618, and
awarded a contract to the vendor listed above. The NJPA cooperative, which issued the
solicitation on behalf of municipalities, changed its name to Sourcewell. The current contract is
valid through July 24, 2022, with one (1) remaining one-year renewal.

Attached you will find copies of a memorandum from the Finance Department, Enterprise Fleet
Management proposals for the City, the executed contract and solicitation documents.

Funding

The first year leases will replace thirteen (13) current vehicles at an estimated annual cost of
$97,935.12 as estimated on the "2019 Fleet Menu Pricing". $6,329.75 of this amount will be
funded from accounts (488-4910-534.71-80 & 488-4910-534.72-60) for the Ford Explorer
assigned to Solid Waste $6,329.75. The remaining $91,605.48 will be paid from General Fund
accounts (001-9910-599.71-80 & 001-9910-599.72-60) for the other 12 vehicles.

Market Research

The General Services Department sent an inquiry to the Southeast Florida Governmental
Purchasing Cooperative, seeking potential benchmark information, called various cities with
prior experience working with Enterprise, and reviewed other national cooperative contracts.

Award Recommendation

After review of the Sourcewell (former NJPA) cooperative RFP, it is recommended that purchase
orders be issued to Enterprise Fleet Mangement, the awarded vendor, for 13 vehicles in
accordance with the terms specified in the Sourcewell Contract #060618EFM.