

## MEMORANDUM

TO: City Council

FROM: Alfred D. Lott, City Manager

SUBJECT: On-site (mobile) Preventive Maintenance, Inspection and Reporting Services  
City Vehicles and Off-road Equipment  
R-52-20

DATE: June 29, 2020

Legal notices were placed and bid packages were sent to firms for on-site (mobile) preventive maintenance, inspection (PMI) and reporting services to the fleet of light, medium and heavy-duty vehicles and off-road equipment. The contract term for these services will be for one year (FY21) with the City having sole discretion to renew for four additional one-year periods (FY22 thru FY25). At the close of bidding at 11:00 a.m., Friday, June 26, 2020, one (1) bid proposal was received from Fleetpro, Inc.

After careful review of the proposal submitted, it was determined that Fleetpro, Inc. had submitted a responsive and responsible bid proposal for a cost of \$129,341.99. The cost exceeds funds budgeted for this effort by \$13,042, but are well within the overall budget for vehicle maintenance and repair.

Price increases will not be considered for the first year of the contract except for acts of nature or in time of war or if Fleetpro, Inc. is subject to other force majeure. Thereafter, Fleetpro, Inc. must provide written request for price relief, including documentation from the manufacturer or other source to verify the basis for such request.

The Public Works Department recommends that the bid proposal from Fleetpro, Inc. be accepted.

I concur with the above recommendation to award to Fleetpro, Inc. at a cost of \$129,341.99 for the first year, and request your approval of R-52-20.

ADL:GS:jt

**RESOLUTION**

**OF THE COUNCIL OF THE CITY OF BOWIE, MARYLAND**  
**ACCEPTING BID FOR ON-SITE (MOBILE) PREVENTIVE MAINTENANCE, INSPECTION**  
**(PMI) AND REPORTING SERVICES TO THE FLEET OF LIGHT, MEDIUM AND HEAVY-DUTY**  
**VEHICLES AND OFF-ROAD EQUIPMENT**

**WHEREAS**, advertisements were placed and requests for bid proposals were sent to firms for on-site (mobile) preventive maintenance, inspection (PMI) and reporting services to the fleet of light, medium and heavy-duty vehicles and off-road equipment; and

**WHEREAS**, at the close of bidding at 11:00 a.m., Friday, June 26, 2020, the City received one (1) bid proposal from Fleetpro, Inc.; and

**WHEREAS**, after a careful review of the bid proposal submitted, it was determined that Fleetpro, Inc. had submitted a responsible and responsive bid proposal; and

**WHEREAS**, the contract term for these services will be for one year (FY21) with the City having sole discretion to renew for four additional one-year periods (FY22 thru FY25); and

**WHEREAS**, price increases will not be considered for the first year of the contract except for acts of nature or in time of war or if Fleetpro, Inc. is subject to other force majeure. Thereafter, Fleetpro, Inc. must provide written request for price relief, including documentation from the manufacturer or other source to verify the basis for such request.

**NOW, THEREFORE, BE IT RESOLVED**, by the Council of the City of Bowie, Maryland, that the Council hereby accepts the bid proposal of Fleetpro, Inc. at a cost of \$129,341.99 for the first year and hereby directs the City Manager to sign a contract with Fleetpro, Inc.

**INTRODUCED AND PASSED** by the Council of the City of Bowie, Maryland, at a Regular Meeting on July 6, 2020.

**ATTEST:**

**THE CITY OF BOWIE, MARYLAND**

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Awilda Hernandez, City Clerk

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Timothy J. Adams, Mayor