



Sacramento Public Library Authority

October 24, 2013

Agenda Item 10.0: Lease Contract: Maintenance and Custodial Vehicles

TO: Sacramento Public Library Authority Board

FROM: Don Tucker, Director of Facilities

RE: Lease Contract: Maintenance and Custodial Vehicles

RECOMMENDED ACTION(S):

Adopt Resolution 13-47, approving the award of a contract to Enterprise Fleet Management, Inc., for the lease of four maintenance and custodial vehicles to the Library for five years at a total cost not to exceed \$110,000.

REASON FOR RECOMMENDATION

The Sacramento Public Library uses four maintenance and custodial vehicles to support daily maintenance and cleaning activities at all branches. The vehicles currently in use are owned by the County of Sacramento and housed at the Central Library. The County invoices the Library \$1,720 each month for their use and maintenance. Regular maintenance and repair costs are included in that fee, but fuel and insurance are purchased separately by the Library.

As part of Library staff's diligent search for cost savings on routine expenses, proposals were sought from commercial leasing companies in September 2013. Two proposals were received by the Sept. 20 deadline date, one from Enterprise Fleet management (EFM) and one from Acme Auto Leasing. Nissan of Elk Grove declined to submit a proposal.

A committee of three Sacramento Public Library employees and one outside source was formed to review all submitted responses. This committee consisted of:

- Carol Miranda, Procurement and Contracts Coordinator
- Kelvin Nash, Custodial and Logistics Supervisor
- James Collins, Chief of Fleet Services, County of Sacramento
- Don Tucker, Director of Facilities

EFM was found to be the least expensive responsive proposer, at \$1,987 per month. The EFM proposal included all maintenance expenses except tire repair and replacement. The EFM proposal also includes an equity credit at the end of the 60-month lease term that can be refunded to the Library as cash or applied as a credit toward future leases. This good-faith estimate of vehicle equity value is \$11,500 at the end of the lease. This brings the total 60-month lease cost to \$107,720, compared to current County projected costs of \$103,200.

Maintenance and repair services are included in the lease terms at no additional cost. County repair services have been very slow in the past, sometimes taking several weeks to return vehicles to Library service from the County garage. This has had a very detrimental effect on Library services as cleaning and repair activities needed to be delayed or contracted out. The EFM proposal allows Library staff to take vehicles to any service provider, including dealers and common lube and oil companies for a much quicker return to service. Insurance costs will have no appreciable change since the Library already is paying all liability and property insurance on the County delivery trucks.



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The vehicles proposed by EFM include a higher cargo weight capacity and increased volume for tool and material storage.

Reference checks for EFM were all positive, including one from the Cosumnes Community Services District.

Summary of Proposals

	Maintenance van 1	Maintenance van 2	Custodial van 1	Custodial van 2
Enterprise Fleet Mgt., Inc.	\$466	\$560	\$531	\$430
Acme Auto Leasing, LLC	\$626	\$626	\$664	\$602
Nissan of Elk Grove	Declined			

As a result of this selection process, staff is recommending approval of the award of a contract for the lease of four maintenance and custodial vehicles to the Library, for a five-year term, effective approximately January 1, 2014, with a total potential contract amount not to exceed \$110,000.

ATTACHMENT(S):

Resolution 13-47, approving the award of a contract to Enterprise Fleet Management for the lease of four maintenance and custodial vehicles to the Library, for five years at a total cost not to exceed \$110,000.



Sacramento Public Library Authority

RESOLUTION 13-47

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

October 24, 2013

A RESOLUTION APPROVING THE AWARD OF A CONTRACT TO ENTERPRISE FLEET MANAGEMENT, INC., FOR THE LEASE OF FOUR MAINTENANCE AND CUSTODIAL VEHICLES TO THE LIBRARY FOR FIVE YEARS AT A TOTAL COST NOT TO EXCEED \$110,000

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

1. Approve the award of a contract to Enterprise Fleet Management, Inc., for the lease of four maintenance and custodial vehicles to the Library, for five years, at a total cost not to exceed \$110,000.
2. The Library Director is authorized to sign all documents related to this contract within the approved terms.

Phil Serna, Chair
Angelique Ashby, Vice Chair

ATTESTED: Rivkah K. Sass, Secretary

BY: _____
Linda J. Beymer, Assistant Secretary