



Sacramento Public Library Authority

June 18, 2012

Agenda Item 8.0: Lease Contract:
Delivery Trucks

TO: Sacramento Public Library Authority Board Members

FROM: Don Tucker, Director of Facilities

RE: Lease Contract: Delivery Trucks

RECOMMENDED ACTION(S):

Adopt Resolution #12-28, A Resolution Approving a Lease with Western Truck Leasing for three delivery trucks for seven years at a total cost not to exceed \$350,000.

REASON FOR RECOMMENDATION

The Sacramento Public Library uses three delivery trucks to make daily book deliveries and pickups to all branches. The delivery trucks currently in use are owned by the County of Sacramento and housed at the Central Library. The County invoices the Library \$1,630 per truck each month for use and operation. 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, in May 2012, Library staff sought proposals from commercial truck leasing companies, as well as Sacramento County Fleet Services. Two proposals were received by the June 5 deadline date, one from Western Truck Leasing and one from Penske Truck Leasing. The County of Sacramento responded stating that they 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

Western Truck Leasing was found to be the least expensive responsive proposer, at \$1,233.12 per month per truck, plus \$.08 per mile. Library staff calculated the average monthly miles per truck at 1,697. At \$.08 per mile, the monthly mileage charge would be \$135.76, making the total monthly cost per truck from Western Truck Leasing \$1368.88, a savings of \$261.12 per month per truck compared to current County costs.

Maintenance and repair services are included in the lease terms at no additional cost. Insurance costs will have no appreciable change since the Library is already paying all liability and property insurance on the County delivery trucks.



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The trucks proposed by Western included a higher volume cargo area, increasing the delivery capacity of the Library's Logistics department, as well as a pneumatic driver's seat, providing a safer and more comfortable ride for Library drivers who spend several hours a day in the vehicles.

The proposal from Western Truck Leasing also included onsite maintenance of the vehicles, meaning that the Library could expect little or no downtime for mechanical servicing. In addition, Western Truck committed to providing a backup truck should extensive repairs ever be required. Reference checks for Western Truck Leasing were all positive.

Summary of Proposals

Vendor	Lease per Month	Mileage Charge*	Total Cost per Truck
Western Truck Leasing	\$1,233.12	\$0.08 per mile (\$135.76)	\$1,368.88
Penske Truck Leasing	\$1,474.00	\$0.09 per mile (\$152.73)	\$1,626.73
Sacramento County	\$1,630.00	None	\$1,630.00
<i>* 1,697 miles per truck per month</i>			

As a result of this selection process, staff is recommending a seven-year lease for three delivery trucks with Western Truck Leasing, effective approximately October 1, 2012, with a total potential contract amount of \$350,000.

ATTACHMENTS:

Resolution #12-28, A Resolution Approving a Lease with Western Truck Leasing for three delivery trucks for seven years at a total cost not to exceed \$350,000.



Sacramento Public Library Authority

RESOLUTION NO. 12-28

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

June 18, 2012

A RESOLUTION APPROVING A LEASE WITH WESTERN TRUCK LEASING FOR THREE DELIVERY TRUCKS FOR SEVEN YEARS AT A TOTAL COST NOT TO EXCEED \$350,000

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

BACKGROUND

1. The lease contract with Western Truck Leasing for three delivery trucks for seven years at a total cost not to exceed \$350,000 is approved.
2. The Library Director is authorized to sign all documents related to this contract within the approved terms.

Sophia Scherman, Chair

ATTEST:
Rivkah K. Sass, Secretary

By: _____
Brenda Haggard, Assistant Secretary

ATTACHMENT:
None.