



TO: Board of Contracts and Awards
FROM: Andrew Cherullo, Director, Finance Department
Patsy Best, Procurement and Payables Division Manager, Finance Department
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Jessica Tonka, Finance/Purchasing
SUBJECT: Citywide Vehicle Accident Management Services
Request for Proposals Specification No. 05015, Washington State Contract No.
05015 – Utility Board August 28, 2019 and City Council September 17, 2019
DATE: August 1, 2019

RECOMMENDATION SUMMARY:

Finance, Procurement and Payables Division recommends a contract be awarded to The CEI Group, Inc., Trevose, PA, for Vehicle Accident Management Services, in the amount of \$800,000, plus applicable taxes, for an initial contract term through October 1, 2019 with the option to renew through March 10, 2022 per the terms of Washington State contract 05015.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

This contract provides vehicle accident management services for City of Tacoma vehicles. This supports the City’s vision of safety and sustainability by actively managing vehicle accidents.

BACKGROUND:

ISSUE: This contract provides vehicle accident management services to both General Government and Tacoma Public Utilities on an as-needed basis. It includes auto repair estimates, independent appraisals, auto repairs, vendor monitoring, insurance recovery service, centralized billing for payment to one vendor, claims review, and real time web-based reports.

ALTERNATIVES: The alternative to contracting with a vehicle accident management service would be to hire internal staff to manage vehicle accidents. This option is not recommended because the number of auto accidents is not predictable or consistent in any given year.

COMPETITIVE SOLICITATION:

Washington State Department of Enterprise Services (DES) conducted Request for Proposals No. 05015. DES invited 449 companies to bid in addition to normal advertising of the project and one submittal was received. The current contract term is valid through October 1, 2019 with a potential final contract expiration date of March 10, 2022. This contract meets Tacoma’s competitive solicitation requirements by means of an interlocal purchasing agreement with Washington State DES.

CONTRACT HISTORY: New contract.



SUSTAINABILITY: The CEI Group, Inc. business processes are mostly paperless. They complete transactions electronically via internal or web-based applications. Customers can view all claims activity through the web-based claims application. CEI has also developed an electronic portal for body shops to send estimates and photos direct to CEI’s system.

SBE/LEAP COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Department Funds	Various	Various	\$800,000
TOTAL			\$800,000

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Department Funds	Various	Various	\$800,000
TOTAL			\$800,000

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: AS NEEDED. ESTIMATE \$400,000.

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes, expenditures will post to Fleet Maintenance from PM line item budget.

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A