



TO: Board of Contracts and Awards
FROM: Gary Buchanan, Director, Human Resources
Chantra Real, Safety Officer, Human Resources Safety & Health Division
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator, and
Jessica Tonka Finance/Purchasing
SUBJECT: CDL classroom and hands-on driving training
Direct Negotiation Waiver, CW2230572/C812 – August 7, 2019
DATE: July 24, 2019

RECOMMENDATION SUMMARY:

Human Resources Safety & Health Division requests approval to increase CW2230572/C812, to Fleet Safety Consultants, LLC, Milton, WA by \$120,000 plus any applicable taxes, for CDL classroom and hands-on driving training. This increase will bring the contract to a cumulative total of \$320,000 plus any applicable taxes.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

ISSUE: City of Tacoma is a registered Commercial Driver Employer. We offer in house CDL classroom and hands-on driving training to City employees through contracted vendor. Recently, the City have an influx of onboarding hires requiring CDL training causing a need for more trainings than prior years. In order to meet this demand, we are requesting an increase in contract amount to accommodate City's needs.

ALTERNATIVES: If training is not offered through the City, employees needing CDL specific to their classification will need to seek out other training facilities which will impact business needs in the efficiency of onboarding and training. We are requesting that this resolution be approved while we develop and issue a request for proposals.

COMPETITIVE ANALYSIS:

On December 7, 2010, a contract was awarded from an RFP issued by Public Works to Fleet Safety Consultants for Commercial Drivers' License classroom and driving training. When this contract expired, the continuous need for commercial driver's training remained and a new contract was awarded from an approved Direct Negotiation Waiver.

CONTRACT HISTORY: This contract was originally awarded to Fleet Safety Consultant as a result of a Direct Waiver Negotiation. This contract was effective June 1, 2017 with an expiration date of November 30, 2018 in the amount of \$80,000. On July 1, 2018, an amendment was executed to extend the contract end date to November 30, 2019 and increase the contract by \$120,000 for a new cumulative total of \$200,000.

SUSTAINABILITY: Not applicable.



SBE/LEAP COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			\$120,000
TOTAL			\$120,000

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			\$120,000
TOTAL			\$120,000

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: Various departmental budget as-needed

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? N/A

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

Expenditures are not covered through Human Resources Safety & Health Division’s budget; instead, these will be charged out to individual departments requesting these trainings.