



City of Tacoma

Resolution No.: _____

Meeting Date: February 27, 2024

**Contract and Award Letter
Purchase Resolution —Exhibit "A"**

TO: Board of Contracts and Awards
FROM: Laurie Hardie, Director, Office of Health and Safety
Jamie Olson, Human Resources Specialist, Office of Health and Safety
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and Sara Bird, Finance/Purchasing
SUBJECT: Citywide Commercial Driver's Licensing (CDL) Training
Request for Proposals (RFP) Specification No. HR20-0101F, Contract No. CW2238125 – February 27, 2024 City Council
DATE: 2/5/2024

RECOMMENDATION SUMMARY:

Office of Health and Safety requests approval to increase and extend contract CW2238125, to Fleet Safety Consultants, Milton, WA, by \$500,000, plus applicable taxes, budgeted from various department funds, extending the contract from August 31, 2023 to August 31, 2025, for training city employees in the safe operation of commercial vehicles to facilitate obtaining a CDL in compliance with Federal and Washington State legal requirements and City policies. This increase will bring the contract to a cumulative total of \$1,000,000, plus applicable taxes.

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.

BACKGROUND:

The contract was originally put out to bid through an RFP to fill the periodic need for on-call training of city employees in the safe operation of commercial vehicles and facilitation obtaining CDL compliance with Federal and Washington State Legal Requirements and City policies. This is the second amendment to the contract adding additional time and funds. This decision was made to provide continuity of compliance with regulations as well as to promote an efficient and effective government.

ISSUE: The purpose is to amend the current Fleet safety contract to provide continuity to operations for the City's CDL program. Fleet Safety Consultants originally designed the custom training program(s) to meet the City's specific training needs and updated curriculum to meet the State of Washington requirements.

ALTERNATIVES: If not implemented, a new Request for Bids would have to take place leaving a potential gap with state and federal Department of Transportation compliance.



CONTRACT HISTORY: This contract was originally awarded to Fleet Safety Consultants as a result of Request for Proposal Specification No.HR20-0101. Amendment No. 01 effective February 1, 2022, to terminate on August 31, 2023, in Amount of \$250,000, not to exceed \$500,000.

Amendment No. 02 effective August 31, 2023, extends termination date to August 31, 2025, and increases the contract value by \$500,000 to a new contract value of \$1,000,000.

SUSTAINABILITY: Sustainability factors considered were resolution No 38248, impact on staff time and labor.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: **Not applicable - Service contract - EIC Regulations are not yet established**

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not Applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departmental Funds		53100100	\$500,000
TOTAL			Up to \$500,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Departmental Funds		53100100	(\$500,000)
TOTAL			Up to (\$500,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$500,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? YES

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