



**GLWA Procurement**

<b>Effective Date:</b> 7/1/2024	<b>Document #:</b> FSA_PRO_TPL_0024	<b>Revision Date:</b> N/A	<b>Revision#:</b> 0
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<b>Document Title:</b> Procurement Board Report	<b>Document Owner/Department:</b> Procurement Team
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**Date: December 5, 2024**  
**To: Suzanne R. Coffey, P.E., Chief Executive Officer**  
**From: Daniel Edwards, Procurement Manager**  
**Re: Procurement Report**

General Information			
Contract Number:	2305121	Project Owner:	Cheryl Porter
Contract Title:	Fleet Management Services		
Vendor:	Enterprise Fleet Management		
Budget:	Operations and Maintenance		
Federal/State Funded	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Procurement Method			
Competitively bid – Request for Proposal (RFP) Qualification Based Selection (QBS)			
Advertised:	06/14/2024	Addendums released:	1
Buyer:	Mahfuz Rahman	Downloaded by:	13
Response due date:	08/09/2024	Responses received:	2

**Business Inclusion and Diversity (B.I.D.) - Applicable**

The recommended vendor for award submitted a B.I.D. plan per the requirements under this solicitation.

Vendor <i>(In order of highest to lowest)</i>	B.I.D. Plan <i>(Pass/Fail)</i>	Scored Criteria <i>(0 or 1)</i>			Cert.	Score w/o B.I.D.	Score with B.I.D.
		State of Michigan	GLWA Territory	Econ. Territory			
Enterprise Fleet Management	Pass	No	No	No	No Certs Submitted	86.29	86.29
Element Fleet	Pass	No	No	No	No Certs Submitted	73.88	73.88

**QBS - Cost Summary - Vendor Name**

Description	Proposed Cost	Negotiated Cost
Task 1 - Vehicle Acquisition	\$9,950,929.55	\$9,950,929.55
Task 2 - Maintenance Budget (Added)		3,000,000.00
Task 3 - Enterprise Service Charge	597,055.80	461,520.00
<b>Totals</b>	<b>\$10,547,985.35</b>	<b>\$13,547,985.35</b>



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*Provisionary Allowance is an amount included in the Contract Price to reimburse the Contractor for the cost to furnish and perform Work that is uncertain. Any remaining balance upon Final Completion shall be retained by the GLWA and not paid to the Contractor.*

Benchmarking was completed by comparing the bids for this project. This analysis confirmed that rates are in competitive range. The rate comparisons and allowances (if any) are illustrated in the attached bid tabulation.

<b>QBS Evaluation Committee: (Designation - Organization)</b>
A - Manager - Fleet
B - Management Professional - Fleet
C - Management Professional - Fleet
D - Manager - Water Operating Services
E - Manager - Wastewater Operating Services

**Other Data Requested by GLWA Board Members for Recommended Vendor**

Minority Business Enterprise (MBE): No  
Detroit Based Business (DBB): No  
Small Business Enterprise (SBE): No

Sub-Contractor(s) List: Geotab, Inc., Wex Inc.

Vendor Response Survey: Attached

**Litigation**

This vendor is not currently nor has been previously involved in any litigation with the GLWA.

**Financials**

A financial risk assessment was performed by the GLWA via Dun & Bradstreet and was determined that the selected vendor has the financial capacity to perform the tasks under this contract. This information is available for the Board of Directors to review upon request.

**Previous Contract**

Previous contract holder:



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The previous contract, Contract No. 1802170/SCN-0000140, Enterprise Fleet Management, was for the period of November 4, 2019, through February 4, 2025, for \$13,592,500.00.