CITY OF PITTSBURGH
EQUIPMENT LEASING AUTHORITY
BOARD MEETING

September 26, 2019
City – County Building, Room 510
2:00 P.M.

AGENDA

I. **Call to Order**

II. **Roll Call**

III. **Approval of Minutes from the meeting of June 27, 2019**

IV. **Public Comment**

V. **Interim Purchase Approvals-The following purchases have received interim approval by board members:**

a. Authorize Interim Approval IA-19-19 to amend the 2019 Acquisition Plan by reducing the number of Pickup Trucks for the Department of Mobility and Infrastructure from three (3) to two (2) and adding a Ford Fusion Hybrid Sedan at the cost of $25,298.56. This sedan will be used to replace the recently decommissioned vehicle used by the Paving Supervisors and will net a savings of $14,701.44 which will be added into contingency funding. Interim approval was granted on July 2, 2019.

b. Authorize Interim Approval IA-19-20 to enter into an agreement with Maher Duessel to perform a review of the ELA financial policies and procedures to ensure compliance with Act 4 of 2019. The total cost of the review will be $1,000.00 and will be paid from the "Professional Services" line item in the 2019 ELA Plan. Interim approval was granted on July 2, 2019.

c. Authorize Interim Approval IA-19-21 to amend the 2019 ELA Plan by adding the purchase of a Tag Axle conversion kit at a cost not to exceed $11,000 for the Front Loading Refuse Packer purchased by the Housing Authority for the Bureau of Environmental Services (PWES). The request for bid given to the Housing Authority by the City did not include the requirement for a Tag Axle, but PWES' routes require the additional axle to accommodate the amount of weight that is collected on the routes. Contingency funds will be used to pay for this purchase. Interim approval was granted on July 16, 2019.

d. Authorize Interim Approval IA-19-22 to amend the 2019 Acquisition Plan for the Department of Public Works - Facilities by reducing the number of Pickup Trucks from four (4) to three (3) and adding a Ford Transit cargo van at a cost of $28,369.00. The cost of the cargo van is $3,590.00 less than the pickup truck. This cargo van will be used to replace the truck used by the HVAC repairers and will provide security for plumbing equipment and tools, and reduce the need to remove the tools from the vehicle when they are unable to park indoors. Interim approval was granted on August 12, 2019.

e. Authorize Interim Approval IA-19-23 to amend the 2019 ELA Plan for the Department of Public Safety by adding a Lenco BearCat G3 from Lenco Armored Vehicle in an amount not to exceed $405,614.00. The entire cost will be reimbursed to the ELA as follows, $200,000.00 from the Public Safety Support Trust Fund, and $205,614.00 from the Public Safety Administration Operating Budget. Interim approval was granted on August 20, 2019.

f. Authorize Interim Approval IA-19-24 to amend the 2019 Acquisition Plan for the Bureau of Environmental Services by increasing the allotted funding by $23,956.00 to upgrade to a 12 Liter CNG engine with a Jake brake. The 2019 Acquisition Plan granted $717,814.00 to Environmental Services for two (2) Compressed Natural Gas Refuse Packers. The quoted specifications included the smaller engine and did not include an engine brake. The engine brake option is only available on the upgraded engine. The 12 Liter engine will allow the units to reach safe speeds on I-376 (Green Tree Hill) and the Jake brake will provide for longer stopping distances when operating downhill. Contingency Funds will be used to pay for the cost increase. Interim approval was granted on August 30, 2019.

g. Authorize Interim Approval IA-19-25 to amend the 2019 ELA Plan for the Department of Parks and Recreation by adding a Wells Fargo Cargo Trailer for a total cost of $3,645.00. The entire cost of the trailer will be fully reimbursed to the ELA from the Parks and Recreation Property-Vehicle Account. Interim approval was granted on September 13, 2019.

VI. Purchase Approval

a. Authorize the ELA to make a sole source purchase of one (1) six-year-old Black Forest Draught Horse named Toby for the Mounted Patrol Unit. The entire cost of $9,500.00 will be reimbursed to the ELA from the Police Mounted Patrol Trust Fund. A sole source purchase may be done upon a determination by the Board in writing that one or more of the following conditions exist:1. Only a single contractor is capable of supplying; and/or 2. It is clearly not feasible to award on a competitive basis; and 3. The contract is in the best interests of the ELA. The attached memo from Police Commander Ed Trapp contains the rationale for this finding along with a description of the extensive search conducted that led to the recommendation to buy this particular animal.

VII. Police Vehicle Upfitting

a. Authorize Interim Approval IA-19-10 to cancel the Police Vehicle Upfitting Contract AUTH18000420, issued by the Office of Management and Budget on behalf of the Equipment Leasing Authority, to First Vehicle Services, Inc. (FVS).

b. Request for Proposals for Police Vehicle Upfits
    1. The City of Pittsburgh's Bureau of Procurement is assisting the ELA with issuing a Request of Proposals for the upfitting of Police vehicles.

VIII. Vehicle Status Report

IX. NCA Repair Costs Report

X. Online Auction Reports

XI. 2020 Draft Equipment Acquisition Plan

a. Discuss the Draft 2020 Equipment Acquisition Plan;
b. Discuss Fire Truck Leasing Options
c. The final vote on the 2020 Acquisition Plan will be held at the December 5, 2019 board meeting.

XII. Grant Discussion

a. AFIG Grant for nine (9) Electric Vehicles: $67,500.00
    1. ELA Contribution: $236,383.56
    2. Status: Vehicles have been received and all paperwork has been submitted to the State and we are awaiting reimbursement

b. AFIG Grant to install eight (8) duel-hose EV Charging Stations at the Pittsburgh Parking Authority Second Avenue lot: $135,160.00
    1. ELA Contribution: $135,160.00
    2. City representatives have coordinated with the Pittsburgh Parking Authority and Duquesne Light to ensure appropriate steps are taken
    3. PO ELA-2019-081 was issued in August to hire Buchart Horn, Inc. to design the electric infrastructure that will be required for the installation; final drawings are expected by the end of October
    4. Trenching will need to be completed by the beginning of November, or wait until Spring

c. DCED Clean Diesel Grant for two (2) CNG Refuse Trucks: $170,000.00
    1. ELA Contribution: $571,768.00
    2. Purchase Orders ELA-2019-061 and ELA-2019-062 were issued July 10, 2019 for the purchase of the Cab & Chassis and Packer Body respectively for two combustible natural gas fueled refuse trucks.
    3. The grant was set to expire at the end of September, 2019, but a six-month extension was granted by the State extending the deadline to receive the trucks and complete any other necessary work

d. Update on Solar Arcs: Arcs have been purchased and the funding has been received
    1. All arcs have been moved so that they can be plugged in to receive a "trickle charge" to ensure they can charge EV's at all times, and will need to be plugged in before November
    2. Arc 139 has recently malfunctioned and is not operating, Envision Solar will be sending an engineer to Pittsburgh to diagnose and remediate the issue

XIII. Equipment Leasing Authority Financial Statements, First and Second Quarter of 2019

a. McGee, Maruca and Associates has provided the ELA financial statements for the First and Second Quarter of 2019 which have been forwarded to the board electronically for review.

XIV. Other Business

a. Fuel Card Management System
   1. A Request for Proposals was recently awarded for a new Fuel Card Management System. The City is moving from Wright Express which is on a State contract to its own contract with Mansfield Oil. The vendor will perform site evaluations on each fuel island to determine the exact needs for each location.

b. Standardized Form for Requests for Cooperative Purchasing (Costars) Quote
   1. A form has been developed for requesting quotes for cooperative purchasing using costars in order to standardize the return of the information from the dealers. The information that is requested from the vendor includes Make, Model, Costars Contract Number, MSRP, Costars Discount, Net Price Per Vehicle, Total Cost and Expected Delivery Date. The form also notes that alternative makes and models may be submitted for consideration if the vehicle meets all of the requested requirements and are manufactured in North America in accordance with the Commonwealth Procurement Code.

c. Other Business

XV. Meeting Schedule

a. The next meeting of the Equipment Leasing Authority is scheduled on December 5, 2019 at 2:00 p.m. and will be held in the City County Building in Room 510.

XVI. Adjournment