




CITY OF ORLANDO

MEMORANDUM

Date: September 6, 2016

To: David Billingsley, CPSM, C.P.M., Chief Procurement Officer
Procurement and Contracts Division

From: David L. Dunn, CFM, Division Manager
Fleet & Facilities Management Division 

SUBJECT: Vehicle Acquisitions Req. 7446

The purpose of this memorandum is to explain the unique circumstances associated with this request for the Vehicle acquisitions requisition currently in the system.

For the sake of expediting the Procurement process, I am asking for your support to move forward with this acquisition utilizing a piggyback procurement in accordance with the Florida State Contract and explaining the necessity to move forward with the replacement of these assets. This request is based primarily on our very recent effort to acquire Ford products through a City issued solicitation where no bid responses were received.

This Req. was submitted for the acquisition of:

- 13 Police Interceptor vehicles that are total loss replacements
- The replacement need was not scheduled
- There is an urgent need to replace these marked patrol vehicles
- There are not an adequate number of in-service vehicles to fill this need as OPD has brought new Officers into the line and we are short vehicles to get these Officers onto the streets
- The vehicles are identical to the 48 scheduled replacement vehicles purchased in accordance with the Florida State Contract, as approved by City Council on 2/29/16
- The Florida State Contract was a competitively solicited bid, awarded for the use of all State Agencies and all municipal entities in Florida
- The City recently issued a Request for Quotes (RFQ) for Ford vehicle purchases with no responses
- A piggyback purchase in accordance with the Florida State Contract will provide the City with early production run 2017 Model Year vehicles at 2016 Model Year pricing, expediting delivery and avoiding potential price increases for 2017 Model Year vehicles

Please support this request or advise if we must process it through other procurement means.

c.c.

Brian Battles, Deputy CFO
Joseph Hinely, Assistant Division Manager
Teddie McCorkle, Senior Contract Administrator
Daryl Greenlee, Fleet Manager
Lee Donate, Purchasing Agent II

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