



CITY OF PITTSBURGH

Department of Finance

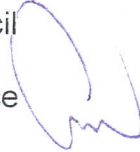
Luke Ravenstahl, Mayor

Scott Kunka, Director

MEMORANDUM

HAND DELIVERED

TO: President and All Members of Council

FROM: Chet Malesky, Department of Finance 

DATE: September 13, 2010

RE: **Bill No. 2010-0743**
Resolution providing for an Agreement of Agreements and a lease or Leases by and between the City of Pittsburgh ("City") and First Vehicle Services ("First Vehicle") pursuant to which First Vehicle will furnish all work and services needed to manage and maintain the City's Fleet

Pursuant to the discussion of the above mentioned bill during City Council's Standing Committee meeting held on September 8, 2010; attached please find the following documents pertaining to information as requested during said meeting:

- Copy of letter from FVS committing to payment of water usage.
- Copy of contract language excerpts dealing with the following issues as provided by the Law Department:
 - a) Availability of access to Fleet FMIS system
 - b) Quality assurance program flexibility
 - c) Right to perform a Third party audit
 - d) Obligation for payment of utilities including water
- Listing of City facilities both metered and non-metered locations as provided by the Pittsburgh Water Authority (PWSA). Please note that the PWSA is currently in the process of updating this information.

Again I must note that members of City Council's Budget office have been involved in this Fleet Management and Maintenance RFP process from the beginning of this effort which started in July of 2009. I believe we have diligently worked together in order to ascertain the best possible provision of service for the maintenance of the City of Pittsburgh fleet. Your support is appreciated.

Should you require further information, please advise.

Thank you.

Cjm

Enclosures

cc: Ms. Linda Johnson-Wasler (w/o enclosures)
Mr. William Urbanic (w/o enclosures)
Mr. Scott Kunka (w/o enclosures)

First Vehicle Services
1903 Chamberlayne Ave
Richmond, VA 23222
Tel 804-306-9857
Fax 775-806-1370

First **Vehicle Services**

September 8, 2010

Mr. Chet Malesky
Deputy Director of Finance
City of Pittsburgh
414 Grant Street
Pittsburgh, PA 15219

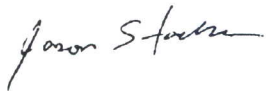
Subject: Fleet Maintenance Facility Water Charges

Mr. Malesky:

Per our discussion in reference to water usage at the fleet maintenance facilities, First Vehicle Services agrees to pay an appropriate portion of the usage when the new contract is in effect. This is included in our target cost and there will not be any additional charges to the City.

If you have any questions, please feel free to contact me at 804-306-9857.

Sincerely,



Jason Stack
Region Vice President, First Vehicle Services

Cc: Dale Domish, Senior Vice President, First Vehicle Services
Jake Harvey, General Manager, First Vehicle Services

- General. The Contractor will own, install, implement and maintain all hardware and software necessary for an electronic record-keeping and reporting system for all services being contracted. The Contractor shall be responsible for all support and maintenance of that system. The information system shall provide records of all repairs and servicing activities performed for each vehicle or piece of equipment.

The Contractor's Fleet Management Information System (FMIS) shall be a multi-user system capable of integrating all information pertaining to inventory, maintenance, repair, personnel, asset management, etc. The Contractor shall allow, upon availability of the system, the Director of Finance or his/her designee(s) and the City Fleet Contract Manager or Staff total, unlimited access to the information system. A City Council designee, (i.e. City Council Budget Director) shall have read only access to the FMIS and the data contained therein. Fleet user departments and/or other authorized City personnel, as approved by the Director of Finance, shall also have read-only access to the FMIS and the data contained therein. Contractor will also provide appropriate training as needed at no cost to the City.

- Quality Assurance Program. The Contractor agrees to implement a Quality Assurance Program for the management of the repair and maintenance of assigned vehicles. The program will include provisions for meeting specified performance standards, for maintaining quality workmanship, for providing a high level of customer service, and for reducing fleet costs incurred by the City. The Contractor further agrees to work with the City to effectuate any necessary changes to said Quality Assurance Program. The plan will address, at a minimum, the following items :

- Fleet Availability
- PM Performance
- Repair Performance
- Parts Availability
- Vehicle Safety and Reliability
- Customer Service
- Cost Reduction Initiatives

A mandatory component of the Quality Assurance Program is user surveys. Two types will be required: (1) a survey of individual vehicle operator satisfaction each time a vehicle has been serviced, and (2) an annual customer satisfaction survey of designated representatives of each user department. Each User Survey will be available in Contractor furnished and provided custom pamphlet or electronic e-mail Forms.

- Investigations and Audits. As part of its Target Service the Contractor will support the City with technical investigations and failure analyses related to the Fleet. Such investigations may involve accidents, fires, or other issues of a technical nature. The City also reserves the right to obtain third party audits. The authorized representatives of the City, and/or its agents, shall have access, at all reasonable times and upon prior notice to the Contractor's General Manager, to all of the Contractor's receipts and invoices pertaining to work under the Contract, for the purpose of auditing and verifying

costs of work. The City, and/or its agents, will be granted access to such records at all reasonable times during the Agreement period. The City recognizes that the Contractor may consider certain information to be privileged; the City will work with Contractor to safeguard such claimed privileged information.

- Utilities. The Contractor will be responsible for paying for heat, water and electricity billed to the City for the Maintenance Facilities. Contractor will pay its proportionate share of water as determined by the Pittsburgh Water & Sewer Authority.

CITY OWNED BLDGS. W/METERS INSTALLED

Bldg. Name:	Address #:	Address Name:
Medic 13	700	Filbert
		Woods Run & Mitchell
Medic 9 & 14	2100	Liberty Ave.
#3	1401	Penn Ave.
#4	1324	Forbes Ave.
#5	2945	Webster Ave.
#6	3958	Penn Ave.
#7	4603	Stanton Ave.
#12	4156	Winterburn Ave.
#13	200	Flowers Ave.
#15		Lemington Ave.
#16	7101	Penn Ave.
#17		Hamilton & Braddock Ave.
#19		Homestead St.
#21		Walter St.
#27	19	Virginia Ave.
Fire Academy		Washington Blvd.
Jack Stack Pook		
Bloomfield Pool		Ella St.
Bloomfield Recreation Center		Ella St.
Riverview Park Pool		
Pool & Locker Room		Paulson & Dunmore
Manchester Pool	1818	Fulton St.
Highland Park Pool		
Homewood Pool	557	Lang Ave. N.
Leslie Park Concession Stand		
Leslie Recreation Center & Pool		
Pleasant Valley Recreation Center	2438	Wilson Ave.
Chadwick Recreation Center		Oberlin & Mingo St.
Forestry Bldg.	6502	Stanton Ave.
Eazor Bldg. (City Garage)		
Radio Repair	51	29th St.
Repair Shop	1807	Fifth Ave.
Frick Park Nature Center	2005	Beechwood Blvd.
Highland Park Reservoir Restroom		Reservoir Dr.
Mellon Park Service Bldg.	1047	Shady Ave.
Public Safety Bldg.		Grant St.
Motor Pool bldg.		2nd Ave.
Public Works Traffic Division	2625	Liberty Ave.
Scaife House	1047	Shady Ave.
Schenley Pool bldg.		Overlook Dr.
Schenley Skating Rink		Overlook Dr.
Southside Skating Rink		Quarry St.
Schenley Vietnam Veterans Pavilion		Overlook Dr.
Police Zone 6	5858	Northumberland St.
Zoo (1- 6" meter for all bldgs.)		
Ormsby Pool & Recreation Center	2200	Sidney St.
3rd Division	6814	Hamilton Ave.

2nd Division	2816	Smallman St.
Firehouse #11	800	Millvale S.
Firehouse #22	1945	Arlington Ave.
Medic #1		Hamilton & Dallas Ave.
Medic #6		Mossfield St.
Firehouse #30	916	Steuben St.
Homewood Senior Citizens Center	7321	Frankstown
Firehouse #35	1519	Orchlee St.
Morningside Field Concession Stand	100	Antrim St.
Firehouse #34	3914	Perrysville Ave.
Town North Maintenance Bldg.	601	Ridge Ave.
Firehouse #37	1124	North Ave. W.
Firehouse #38	198	Essen St.
West End Picnic Shelter	100	Walbridge St.
Firehouse #36	2800	Shadeland Ave.
Old AAA Bldg. (Police Investigation)		Penn Circle
Firehouse #10	2500	Aliquippa St.
Firehouse #32	900	Spring Garden Ave.
Firehouse #14	259	McKee Pl.
Public Works Admin. Bldg.	611	2nd Ave.
Police Zone 2	2000	Centre Ave.
Traffic Division	2608	Penn Ave.
Tennis Courts (Drinking Fountain)		Stanton Ave.
Playground & Maintenance Bldg.		Larimer Ave.
Herschel Field House		
Paulson Rec. Center		Paulson Ave.
Highland Park Storage Bldg.		Reservoir Dr.
Westinghouse Park (Thomas & Lang Rec. Center)		
Police Academy (FED from Fire Academy)		Washington Blvd.
Rhododendron Shelter (Highland Park)		
Heth Park Concession Stand	5435	Hampton
Greenfield Concession Stand		Bigelow & Bristol
McGee Rec. Center	600	Greenfield Ave.
Schenley Park Oval (Restrooms)		
Car Barn	5344	Second Ave.
Nelson Mandela Peace Park		Evaline N. & Broad
Community Building (next to Police Station)		Semple St.

CITY OWNED BLDGS. NEEDS METERS INSTALLED

Following bldgs. needs plumbings repairs in order for meters to be installed.

Bldg. Name:	Address #:	Address Name:
Asphalt Plant		
Aviary		
Burgwin Pool		
Chadwick Maintenance Bldg.		
Firehouse #10	2500	Aliquippa St.
Firehouse #14	259	McKee Place
Firehouse #32	900	Spring Garden Ave.
Firehouse #36	2800	Shadeland Ave.
Firehouse #37	1124	North Ave. W.
Firehouse #38	198	Essen St.
Firehouse #39	1800	Ley St.
Frazier Field House		
Frick Park Biddle Bldg.		
Frick Park Bowling Greens Bldg.		
Frick Park Bowling Greens Garage		
Frick Park Concession Stand		
Frick Park Gatehouses 1 & 2		
Frick Park Lower Restroom		
Frick Park Restrooms		Braddock Ave. S.
Frick Park Service Center Garage	1	English Lane
Frick Park Service Center Office	1	English Lane
General Services Garage	35	29th St.
Grandview Overlook Bldg.		Bailey Ave.
Hazelwood Concession Stand		Bigelow Blvd. & Bristol St.
Herschel Field House	801	Herschel St.
Heth Park Concession Stand	5435	Hampton St.
Highland Park Concession Stand		Lake Drive
Highland Park Construction Division		Heberton St.
Highland Park Farm house		Heberton St.
Highland Park Rhododendron Shelter		
Highland Park Storage Bldg. (Old Comfort Station)		Reservoir Dr.
Jefferson Rec. Center	605	Rednap St.
Larimer Playground Maintenance Bldg.		Larimer & Winslow
Liberty Park Maintenance Bldg.	100	Larimer Ave.
McGee Pool Bldg.	600	Greenfield Ave.
McGee Recreation Center	600	Greenfield Ave.
Manchester Storage Bldg.		Franklin & Juanita St.
Medic #4	213-15	Lafayette Ave.
Mellon Park Restrooms		Fifth Ave.
Morningside Recreation Center	100	Antitam & President Way
Mt. Washington Shelter House		Norton St.
Oliver Bath House	38	10th St. S.
Olympia House Recreation Center	447	Hallock St.
Parks Housing Division	3339	Penn Ave.
Paulson Pool Guard House		Paulson Ave.
Paulson Recreation Center		Paulson Ave.
Phipps Conservatory (all bldgs.)		

Police Traffic Station	2608	Penn Ave.
Police Zone 2	2000	Centre Ave.
Police Zone 3	1729	Mary St.
Police Zone 4	312	Main St. S.
Police Zone 5	5714	Penn Circle West
Police Training Academy	1435	Washington Blvd.
Public Works Administration Bldg.	611	2nd Ave.
Public Works 1st Division		Grand Ave.
Public Works 4th Division	5348	2nd Ave.
Public Works 4th Division Storage Shed (Schenley Park)		Service Rd.
Ream Pool & Recreation Center	321	Merrimac St.
Activities Bldg. (Riverview Park)		
Chapel Picnic Shelter (Riverview Park)		
Maintenance Building (Riverview Park)		
Nature Center (Riverview Park)		
Park Office (Riverview Park)		
Valley Refuge Picnic Shelter (Riverview Park)		
Watson Cabin (Riverview Park)		
Watson Outbuilding (Riverview Park)		
Robert Williams Recreation Center	3438	Milwaukee St.
Schenley Park Administration Bldg.		Panther Hollow Rd.
Schenley Park Camp David Lawrence Cabin		Overlook Rd.
Schenley Park Engineering Bldg.		Engineering Dr.
Schenley Park Golf Course		
Schenley Park Nature Museum		Panther Hollow Rd.
Schenley Park Oval Restrooms		Overlook Dr.
Schenley Park Maintenance Bldg.		Service Rd.
Schenley Park Storage Bldg.		Service Rd.
Schenley Park Warehouse Bldgs. 1 & 2		
Southside Market House		12th & Bingham St.
Sue Murray Pool & Filter House		Canal N. & Cedar Ave.
The Car Barn	5344	2nd Ave.
West End Picnic Shelter	1000	Walbridge St.
West Park Maintenance Bldg. (West Park)		
West Park Tennis Court Bldg.		Ohio St. W.
West Pool Bldg. & Recreation Center	470	30th St.
Westinghouse Park & Recreation Center		Thomas Blvd. & Lang Ave.