



February 21, 2001

The Honorable James F. McGregor
Mayor of Gahanna
200 South Hamilton Road
Gahanna, OH 43230

RECEIVED FEB 22

Subject: Proposal/Letter Agreement for Fleet Management Study

Dear Mayor McGregor:

Benatec Associates is pleased to offer this Proposal and Letter Agreement to study the City of Gahanna's fleet operations.

SCOPE OF SERVICES

Under this Agreement Benatec Associates will:

- 1) Review the City Garage's mission, its capabilities, and its performance. Benatec will examine how efficiently the City Garage uses personnel, equipment and other resources and how effectively it is fulfilling client expectations. We will direct special attention to manpower utilization and parts control. Where appropriate, we will recommend staffing and organizational changes, procedural improvements, capital investments and outsourcing options that result in a more efficient use of public funds.
- 2) Look at alternate ways to procure fleet vehicles and equipment. Determine whether leasing or innovative ownership plans offer opportunities to preserve cash, decrease debt and lower fleet age while cutting the overall cost of fleet operations.
- 3) Examine the pros and cons of operating the City's joint fuel point. Recommend marketing and operating initiatives that maximize its benefit to clients and increase net revenue to Gahanna.
- 4) Evaluate available technology systems that could improve quality, lower costs and add value to Gahanna's fleet management.
- 5) Investigate options and recommend a solution for resurfacing the garage floor.

CLIENT RESPONSIBILITIES

Benatec Associates requires that the City provide access to any relevant records, reports, other documents and information on a timely basis. In the event that certain information is unavailable, inaccurate or incomplete, we will use our professional judgment to complete the study.

DELIVERABLES

Benatec Associates will submit 15 copies of a draft report detailing the study's findings and recommendations. Following review and comments by the City, we will submit 15 copies of the final report.

SCHEDULE

Benatec Associates will begin work immediately upon receipt of a signed copy of this Letter Agreement. We will submit the draft report within six weeks of our begin work date. The final report will be submitted within three weeks after receiving comments on the draft from the City.

FEES AND INVOICING

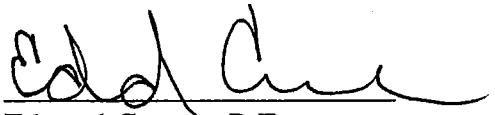
Benatec Associates will bill for services performed based on actual effort, in accordance with the attached fee schedule. The maximum amount payable to Benatec under this agreement is Twenty-Five Thousand Dollars (\$25,000.00). The maximum amount includes all professional services and reimbursables and will not be exceeded without a written amendment to this agreement. Benatec will prepare and submit invoices monthly in a format acceptable to the City of Gahanna.

DATED this ___ day of _____, 2001.

CITY OF GAHANNA, OHIO
200 SOUTH HAMILTON ROAD
COLUMBUS, OH 43230

BENATEC ASSOCIATES, INC.
119 DILLMONT DRIVE
COLUMBUS, OH 43235
(614) 431-1116

BY: _____
JAMES F. MCGREGOR, MAYOR

BY: 
Edward Crusoe, P.E.
Vice President

BY: _____
ROLAND P. HALL
DIRECTOR OF PUBLIC SERVICE

APPROVED AS TO FORM:

THOMAS L. WEBER DATE
CITY ATTORNEY

I certify that funds for this contract are available and/or in the process of collection:

W. JEROME ISLER
DIRECTOR OF FINANCE

DATE

DISPOSITION:

Original: Director of Public Service
 Benatec Associates
Copy: Director of Finance

Statement of Qualifications for the City of Gahanna Fleet Management Study

Key Personnel and Projects

<u>NAME</u>	<u>DISCIPLINE</u>	<u>PROJECT ROLE</u>	<u>EXPERIENCE(YRS)</u>
R. Richardson, P.E.	Fac. Mngmt./Hwy	Project Manager	16
J. Scheiner, P.E.	Fac. Mngmt./Plan.	Principal/Specialist	30

Benatec Associates, Inc. is one of the state's premier engineering firms specializing in both structural and highway engineering, having provided these services on numerous projects over the last 38 years.

Randall Richardson/ Facilities Management and Senior Hwy. Engineer

Mr. Richardson was responsible for preparing a facilities management report for the Equipment Maintenance and Operations (Motor Pool) Division of Huntington's Department of Public Works which performs preventive maintenance and repair services on city-owned motorized equipment. The Motor Pool's management team (the Superintendent and a Supervisor) directs 22 mechanics, clerks and other technicians working two daily shifts. The Division's 1996-97 budget is \$921,853.

The Motor Pool services over 360 pieces of equipment ranging from sedans to garbage trucks, lawn mowers and heavy earthmovers. All departments except the Landfill Division have their equipment maintained by the Motor Pool. Additionally, the Motor Pool operates the City's fuel point.

The purpose of this study is to evaluate three areas affecting the Motor Pool's operations:

1. Examine the parts and fuel purchasing and inventory systems.
2. Analyze how well the Motor Pool's resources and productivity meet the needs of the City's fleet.
3. Determine the impact of the fleet's age on maintenance and repair costs.

James Schiener/ Facilities Management and Transportation Planning

As an element in Governor Ridge's government efficiency the PA IMPACCT Commission Report was performed. Mr. Scheiner of Benatec led an overview of comparative costs for routine equipment maintenance items known as **Pennsylvania DOT Fleet Maintenance Review**. It was determined that in the more populous areas, automotive service companies could do certain routine maintenance items (oil changes, tune-ups, etc.) for less complex vehicles, such as crew cabs, at less than half the incremental cost to PennDOT (labor and parts).

References



David Harrington
Past Director of Finance and Admin.
City of Huntington
Unlimited Future, Inc.
Phone: 304-697-3007

Honorable Brad Mallory
PennDOT Secretary

Phone: 717-787-5574

City of Huntington - Management Analysis of the
Motor Pool Division

PA IMPACCT Commission Report, PennDOT
Segment, 1996
"Pennsylvania DOT Fleet Maintenance Review"

BENATEC ASSOCIATES' RATE SCHEDULE

<u>CLASSIFICATION</u>	<u>BILLING RATE</u>
Principal/Senior Professional	\$92.00
Project Engineer	\$71.00
Drafter/Technician	\$45.00
Support Personnel	\$38.00
Overhead Rate	135%
Profit	8%

Rates shown are current as of December 2000.

Reimbursable Expenses

Mileage	\$0.34/mile
Copying (8 1/2" x 11")	\$0.10/ copy (B/W)
	\$1.00/ copy (Color)
Shipping	At Cost
Subcontracts(If Authorized)	Cost plus 10%