



# WASHOE COUNTY

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## STAFF REPORT

**BOARD MEETING DATE: February 13, 2018**

**DATE:** January 23, 2018  
**TO:** Board of County Commissioners  
**FROM:** Victoria Jakubowski, Fiscal Compliance Officer, District Attorney's Office, 325-6710 [vjakubowski@da.washoecounty.us](mailto:vjakubowski@da.washoecounty.us)  
**THROUGH:** Christopher Hicks, District Attorney  
**SUBJECT:** Approve amendment to Master Walkaway Lease Agreement Quote between the County of Washoe and Enterprise Fleet Management for five-year lease for 11 District Attorney's Office vehicles [\$76,025.88] based on the Scottsdale RFP #14RP006. (All Commission Districts)

### SUMMARY

The District Attorney's Office (DA) is requesting approval to continue the lease agreement with Enterprise with a five (5) year (July 2018 through June 2023) lease of eleven (11) new vehicles. Since the time from order to delivery of the vehicles is currently 4 to 6 weeks, we seek approval from the Board now rather than upon completion of the budget cycle.

The lease agreement would include standard maintenance – covering everything but gas, tires, brakes, and collision damage. The lease term is for five (5) years at which time we negotiate a new lease and receive new vehicles. We are allowed 10,000 miles per vehicle per year, which our current history has shown will work. The quote is two (2) Toyota 4Runners, two (2) Toyota Camry, and seven (7) Ford Explorers. The entire cost quoted was \$76,025.88 a year, which is for 2018 models. None of the charges will start until we take delivery.

**Washoe County Strategic Objective supported by this item:** Safe, Secure and Healthy Communities

### PREVIOUS ACTION

On April 8, 2014 the Board approved Master Walkaway Lease Agreement, Amendment to Master Walkaway Lease Agreement, Indemnity Agreement and Quote between the County of Washoe and Enterprise Fleet Management for four-year lease for 12 District Attorney's Office vehicles [\$58,595].

**AGENDA ITEM # \_\_\_\_\_**

On October 23, 2012 the Board authorized the establishment of a vehicle leasing program for the Washoe County Sheriff's Office (WCSO) to be administered by the Equipment Services Division (ESD) of Public Works, and approve a 12 month extension of the current agreement with Enterprise Fleet Management, Inc. to continue as the vehicle provider for twenty (20) unmarked SUV's at a cost of \$73,243.68, and if approved, authorize the Purchasing and Contracts Manager to extend the Master Walkaway Lease Agreement and to release a Request for Proposal for the vehicle leasing program prior to the expiration of the contract extension period.

On February 8, 2011 The Board authorized a twenty-four (24) month extension to the Washoe County Sheriff's Office vehicle leasing Pilot Project involving twenty (20) unmarked vehicles, and if authorized, allow Enterprise Fleet Management, Inc. to continue as the vehicle provider at a twenty-four (24) month cost of \$140,121.60.

February 17, 2009 The Board authorized a Pilot Project to lease 20 unmarked Sheriff's Department vehicles; and if authorized, award the Pilot Project, with option to renew for one additional year with approval of both parties, in the amount of \$220,689 to Enterprise Fleet Management, responder of Proposal (RFP) No. 2668-09;

### **BACKGROUND**

Prior to the 2014 lease, Alison Gordon, the County Internal Auditor, has audited the Equipment Services procedures and recommends leasing the DA's fleet as it is a more economical choice. In looking at the changes made by the Sheriff's Office and the District Attorney's Office, time has proven the Enterprise vehicle lease to be a very satisfactory approach. The County saved \$41,000 each year of the lease.

As with our existing fleet, these cars will be reconfigured with the necessary emergency equipment (lights, sirens, radios and no kill switches). The cost of this equipment and their installation will be paid out of department funds.

### **FISCAL IMPACT**

The District Attorney's FY19 budget will have sufficient budget authority for the full lease amount of \$76,025.88 in Cost Center 106100 GL Account 711507.

### **RECOMMENDATION**

It is recommended that the Board approve amendment to Master Walkaway Lease Agreement Quote between the County of Washoe and Enterprise Fleet Management for five-year lease for 11 District Attorney's Office vehicles [\$76,025.88] based on the Scottsdale RFP #14RP006.

### **POSSIBLE MOTION**

If the Board agrees with the recommendation, a possible motion would be "Move to approve amendment to Master Walkaway Lease Agreement Quote between the County of Washoe and Enterprise Fleet Management for five-year lease for 11 District Attorney's Office vehicles [\$76,025.88] based on the Scottsdale RFP #14RP006."