



City of Santa Fe, New Mexico

Memorandum



DATE: February 8, 2021

TO: Governing Body
Finance Committee
Public Utilities/Public Works Committee

VIA: Jarel LaPan Hill, City Manager
Mary McCoy, Finance Department Director
Fran Dunaway, Chief Procurement Officer
Shannon Jones, Public Utilities Director

Shannon Jones
Shannon Jones (Jan 8, 2021 17:25 MST)

FROM: Shirlene Sitton, Environmental Services Division Director *Shirlene Sitton*
Shirlene Sitton (Jan 8, 2021 14:49 MST)

ITEM AND ISSUE:

Request for the Approval of a budget increase for the purchase of four collection vehicles, in the Total Amount of \$945,329; Rush Truck Center, & Bruckner's Truck Sales via the Cooperative Education Services and Chalmers Ford via the Statewide Price Agreement; Shirlene E. Sitton, ESD Division Director, (sesitton@santafenm.gov)

BACKGROUND AND SUMMARY:

Solid Waste collection vehicles have a useful life of seven to ten years. The Environmental Services Division (ESD) has implemented a regular yearly truck replacement schedule, averaging six vehicles per year. Two small and six large sized collection trucks were included for replacement in the approved budget for FY20. However, due to the pandemic, ESD was not able to replace any collection units in FY20. We were approved funding for two large vehicles in FY21, those are addressed separately, but they will replace two of the eight vehicles from last year's budget. With this request, we are asking to increase our FY21 budget to accommodate three more of the urgently needed vehicles that had been slated for replacement last year; and for one fleet addition for residential recycling.

The requested special collection vehicle replacement services our senior and special collections routes, and is used to access tight areas which are unable to be serviced by the larger trucks. It replaces a 2012 model that was damaged in a hit and run and will be too costly to effectively repair. The container delivery truck is a replacement for a 1996 model past its useful life. The front-load vehicle replaces a 2013 Peterbilt that was involved in a truck fire caused by a "hot load," and is beyond repair.

New Vehicle	Replacement/Addition	Replacement Unit	Purchase Cost
Chalmers Ford/Statewide Price Agreement #20-00121 F550 6.7L Diesel	Replacement	Asset #54458, 2012 Dodge Ram 550 4X4	\$119,954
Chalmers Ford/Statewide Price Agreement #20-00121 Container Delivery Cab & Chassis F350 6.2 L Gas	Replacement	Asset #25184, 1996 Chevrolet Cab & Chassis	\$37,199
MCT Remove and Replace Container Delivery Body			\$5,299.25
Autocar/Heil Front loader	Replacement	Asset #54615 2013 Peterbilt	\$410,886

Additionally, ESD needs to increase our residential recycling collection fleet. Santa Fe has over 34,000 residential trash and recycling customers, each collected once per week. The residential trash section consists of nine daily routes, each route has approximately 755 houses. Trash has about a 97-100% set-out rate (everyone sets their trash out every week). So each trash driver collects over 700 homes per day. The recycling section has only 5 routes, with an average of 1,360 houses per route. This is because 50% of households set out recycling carts out on any given day when the routes were created. Therefore, the recycling routes were designed to include more homes but each driver collected from about half the homes on the route; about 680 homes per day. Set-out rates have changed dramatically during the pandemic. With more people staying at home, and with a major shift toward online shopping, we are seeing recycling set-out rates in the range of 80% or more; this means that recycling collection drivers are servicing upwards of 1,088 houses per daily route. Servicing this many stops requires the drivers to operate the trucks faster to complete the route in the time allotted. More, the trucks fill up an average of one more time per route, and they have to squeeze in an extra trip to the transfer station to empty the truck. This can lead to driver fatigue, unsafe work practices, additional wear on the equipment and more frequent spills or damages to carts.

We know we have many people that did not recycle regularly, or at all, that are now participating in residential recycling. We also see evidence of a permanent shift to working at home for many people, as well as a permanent shift in shopping trends. Therefore, ESD, and the industry in general, do not expect recycling set-out rates to fall back to pre-pandemic levels. We cannot predict what those levels will be in coming years, but we do have an urgent need to add additional recycling routes to our collections.* Each route needs a truck and driver, with a portion of a back-up truck dedicated for use when a front line truck requires servicing.

The following is the fleet addition unit ESD is Requesting:

Type of Truck	Replacement/Addition	Replacement Unit	Purchase Cost
Peterbilt/Amrep/Automated Side Loader	Addition		\$371,991

*This does not account for developmental growth in single family homes, which is occurring concurrently; a route optimization study will be conducted in 2021 and we will address growth factors after that time.

PROCUREMENT METHOD:

The ESD will be utilizing a contract administered by the Cooperative Education Services (CES) with Rush Truck Center, & Bruckner's Truck Sales. The CES issued a solicitation that Rush Truck Center, & Bruckner's Truck Sales responded to thru RFP 2020-3 1B, Contract #2020-31B-C120 (All Medium and Heavy Duty Trucks, Truck Bodies, Accessories, Parts and Services) and Bruckner's Contract # Contract #2020-31B-C106.

Statewide Price Agreement via Chalmers Ford Contract # 00-00000-20-00121.
Asset #54615- a 2013- A Peterbilt which was involved in a truck fire.

FUNDING SOURCE:

The Division is requesting a budget increase within FY 21, the funding is available within Fund 510 (Environmental Services Cash Reserves). AL

Environmental Services Division/Cash Reserve/510
Recycling Collections/5100334
Vehicles >1.5 /57100 Total \$782,877

Environmental Services Division/Cash Reserve/510
Residential Collections/5100335
Vehicles < 1.5/570950 Total \$119,954

Environmental Services Division/Cash Reserve/510
Commercial Collections/ 5100332



City of Santa Fe, New Mexico

Memorandum



Vehicles < 1.5/570950 Total \$42,428.25

ACTION REQUESTED:

Environmental Services respectfully requests your review and approval.

Attached Procurement Packet

Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico

BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME					DATE	
PUBLIC UTILITIES/ENVIRONMENTAL SERVICES DIVISION					12/28/2020	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE	
EXPENDITURES				{enter as <u>positive</u> #}	{enter as <u>negative</u> #}	
Vehicles > 1.5	5100334	571000		782,877		
Vehicles < 1.5	5100335	570950		119,954		
Vehicles < 1.5	5100332	570950		37,199		
Inventory Exemp	5100332	572400		5,299		
REVENUES				{enter as <u>negative</u> #}	{enter as <u>positive</u> #}	
JUSTIFICATION: (use additional page if needed) —Attach supporting documentation/memo				\$ 945,329	\$ -	

Budget Increase from Cash Balance in Environmental Services Division Enterprise Fund 510, to fund the purchase of three collection vehicles and one support required to provide collection services.	{Complete section below if BAR results in a net change to ANY Fund}										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">Fund(s) Affected</th> <th style="width: 40%;">Fund Balance Increase/(Decrease)</th> </tr> <tr> <td style="text-align: center;">510</td> <td style="text-align: right;">945,329</td> </tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr> <td>TOTAL:</td> <td style="text-align: right;">945,329</td> </tr> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)	510	945,329					TOTAL:	945,329
Fund(s) Affected	Fund Balance Increase/(Decrease)										
510	945,329										
TOTAL:	945,329										

Lawrence Garcia Prepared By {print name} <i>Shirlene Sittton</i> Shirlene Sittton (Jan 8, 2021 14:49 MST)	1/5/2021 Date	{Use this form for Finance Committee/ City Council agenda items ONLY}	<i>AJH</i> AJH (Jan 11, 2021 11:57 MST) Budget Officer	Date
Division Director Signature {optional} <i>[Signature]</i> Shannon Jones (Jan 8, 2021 17:25 MST) Department Director Signature		CITY COUNCIL APPROVAL		
Date		City Council Approval Date		
Date		Agenda Item #:		
Date		Finance Director {≤ \$5,000}		
Date		City Manager {≤ \$60,000}		










ESD Truck BAR & Purchase 1-21ms

Final Audit Report

2021-01-09

Created:	2021-01-06
By:	Manuel Sanchez (mnsanchez@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABADwb1L1r-6ttOdWfo30F3RJ0SjQA6sPN

"ESD Truck BAR & Purchase 1-21ms" History

-  Document created by Manuel Sanchez (mnsanchez@ci.santa-fe.nm.us)
2021-01-06 - 5:34:15 PM GMT- IP address: 63.232.20.2
-  Document emailed to Shirlene Sitton (sesitton@santafenm.gov) for signature
2021-01-06 - 5:36:18 PM GMT
-  Email viewed by Shirlene Sitton (sesitton@santafenm.gov)
2021-01-07 - 11:36:51 PM GMT- IP address: 104.47.65.254
-  Email viewed by Shirlene Sitton (sesitton@santafenm.gov)
2021-01-08 - 8:59:20 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Shirlene Sitton (sesitton@santafenm.gov)
Signature Date: 2021-01-08 - 9:49:30 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Shannon Jones (swjones@ci.santa-fe.nm.us) for signature
2021-01-08 - 9:49:32 PM GMT
-  Email viewed by Shannon Jones (swjones@ci.santa-fe.nm.us)
2021-01-09 - 0:25:23 AM GMT- IP address: 174.28.187.68
-  Document e-signed by Shannon Jones (swjones@ci.santa-fe.nm.us)
Signature Date: 2021-01-09 - 0:25:34 AM GMT - Time Source: server- IP address: 174.28.187.68
-  Agreement completed.
2021-01-09 - 0:25:34 AM GMT

Signature: Alexis Lotero
Alexis Lotero (Jan 19, 2021 12:07 MST)

Email: aclotero@santafenm.gov











GB PUD-ESD PROCURE TRUCKS & FRONT LOADER

Final Audit Report

2021-01-19

Created:	2021-01-11
By:	Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAASncW1bqsxqnCBa-36v2GxSZmM8dAMSUa

"GB PUD-ESD PROCURE TRUCKS & FRONT LOADER" History

-  Document created by Jimmy Tapia (jptapia@ci.santa-fe.nm.us)
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-  Document emailed to AJH (ajhopkins@santafenm.gov) for signature
2021-01-11 - 3:37:27 PM GMT
-  Email viewed by AJH (ajhopkins@santafenm.gov)
2021-01-11 - 6:53:31 PM GMT- IP address: 104.47.65.254
-  Document e-signed by AJH (ajhopkins@santafenm.gov)
Signature Date: 2021-01-11 - 6:57:51 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Alexis Lotero (aclotero@santafenm.gov) for signature
2021-01-11 - 6:57:57 PM GMT
-  Email viewed by Alexis Lotero (aclotero@santafenm.gov)
2021-01-19 - 7:04:08 PM GMT- IP address: 104.47.64.254
-  Document e-signed by Alexis Lotero (aclotero@santafenm.gov)
Signature Date: 2021-01-19 - 7:07:01 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Document emailed to Fran Dunaway (fadunaway@santafenm.gov) for signature
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-  Document e-signed by Fran Dunaway (fadunaway@santafenm.gov)
Signature Date: 2021-01-19 - 7:21:24 PM GMT - Time Source: server- IP address: 63.232.20.2





Agreement completed.

2021-01-19 - 7:21:24 PM GMT