

**MEMORANDUM**

**TO:** Chairman and Members of the Board of Directors

**FROM:** Mike Bozzo, Director of Fleet and Facilities  
Cindy Campen, Service Section Supervisor  
Magan Waltari, Procurement & Grants Coordinator

**DATE:** March 16, 2017

**SUBJECT:** Consideration of Approval of a Contract for Vehicle Detailing Services with Kulshan Supported Employment

**RECOMMENDATION**

The Executive Committee met on March 9, 2017 and recommended that the Board of Directors approve a contract with Kulshan Supported Employment of Bellingham, WA for a one year contract for vehicle detailing services for a contact amount of \$136,877 including sales tax. This contract includes options to extend for an additional five years in one year increments.

**BACKGROUND**

Staff issued a Request for Proposals for fleet vehicle detailing listing specific schedule, performance measures, detailed work items and quantities for bid purposes. Two proposals were received, Kulshan Supported Employment and Spotless Fleetwash, LLC. Consideration was given for price, project capability and non-profit status. Kulshan Supported Employment was the clear choice primarily due to their pricing and not solely on their non-profit status.

**FISCAL IMPACT**

The budget for vehicle detailing was included in the Vehicle Servicing Budget and is adequate to cover the 2017 annual cost. The contractor will be monitored and inspected nightly by the Service Sector Supervisor and Hostler Lead for quality control. Invoicing is required based on completed and accepted bid items monthly.

This contract is for an initial one year term with options to extend for an additional five years in one year increments.