



## CITY OF HOUSTON - CITY COUNCIL

Meeting Date:

ALL

Item Creation Date: 9/12/2023

E32995 - FMD HCC Training - ORDINANCE

Agenda Item#:

### **Background:**

E32995 - ORDINANCE approving and authorizing an Interlocal Agreement between the City of Houston and **Houston Community College (HCC)** to provide employees of the **Fleet Management Department (FMD)** with commercial driver's license (CDL) training made available by HCC.

### **Background:**

The Fleet Management Department (FMD) and Chief Procurement Officer recommend City Council approve the proposed ordinance, authorizing an Interlocal Agreement (ILA) between the City of Houston and HCC. The ILA will allow HCC's provision of CDL training to employees of FMD according to the following fee schedule.

License Type	Training Hours	Cost per Employee
CDLA	160	\$2,000.00
CDL B	80	\$1,000.00
CDL Endorsement	Varies	\$0 if taken concurrently with CDL A or CDL B class \$100.00 if not included with CDL A or CDL B class

**The term of the ILA commences upon execution and terminates on June 30, 2025, with two one-year options.** FMD has allocated a total of **\$169,220.00** to cover costs of the ILA during the current fiscal year with a maximum contract amount of **\$619,220.00**.

FMD employees maintain all City fleet vehicles including those that require a CDL for operation. In addition, FMD is responsible for transporting fuel to City facilities under normal and emergency conditions. The transportation of fuel in amounts greater than 50-gallons requires a CDL with a hazardous material endorsement. It is necessary for FMD employees to hold CDLs with applicable endorsements to satisfactorily address the department's functions.

HCC will provide FMD employees with entry-level driver training as required under the federal Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) initiative for all individuals applying for a CDL and CDL endorsements. HCC is listed by the Federal Motor Carrier Safety Administration as an approved provider of the federally mandated training. HCC is providing the CDL training to the City of Houston at a discounted rate, as compared to typical student cost.

The City of Houston will provide the facilities, vehicles and personal computers necessary for HCC to present the training. HCC will provide the trainers and proctor both written and driving tests for CDL students. HCC will also provide the facilities and vehicles necessary to proctor the driving tests. Class sizes can range from 3 to 7 students. Instruction will be provided 8-hours a day during normal business hours.

The proposed ILA is in accordance with Government Code Chapter 791 and has been approved by the HCC Chancellor.

### **M/WBE Participation:**

M/WBE Zero percent goal document approved by the Office of Business Opportunity.

### **Pay or Play Program:**

The proposed contract does not require compliance with the City's Executive Order 1-7 regarding the Pay or Play program as this intergovernmental contract falls under an exception to the program.


### **Hire Houston First:**

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing a governmental entity for this purchase.

### **Fiscal Note:**

Funding for this item is included in the FY24 adopted budget, therefore, no Fiscal Note is required as stated in the Financial Policies

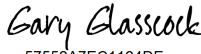
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Jedediah Greenfield, Chief Procurement Officer  
Finance/Strategic Procurement Division

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Department Approval Authority

9/26/2023

<b>Estimated Spending Authority</b>			
<b>Department</b>	<b>Current FY24</b>	<b>Out Years</b>	<b>Total</b>
Fleet Management	\$169,220.00	\$450,000	\$619,220.00

**Amount and Source of Funding:**

\$619,220.00  
Fleet Management Fund  
Fund No.:1005

**Contact Information:**

Jedediah Greenfield      SPD (832) 393-9126

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
Form A	Financial Information
Email from Ketan	Backup Material
Emails Form A	Backup Material
Interlocal Justification	Backup Material
COH	Backup Material
Goal Waiver - OBO Approval	Backup Material
OBO Email	Backup Material
Ownership Waiver Email	Backup Material