



Agenda Item: Discuss And Consider Approval to Award Contract To Vanguard Truck Centers of Houston for Visit Galveston Box Truck with Lift Gate

Background: As part of the Approved Fiscal Year 2023 Tourism Development Budget, funds were allocated for a Box Truck with Lift Gate. Visit Galveston activated a sealed Request for Proposals for a qualified vendor to provide a cargo box with lift gate that meets certain specifications, in order to greatly reduce the cost to transfer, ship, and distribute owned experiential assets as well as local distribution of Island Soul.

During 2022, Visit Galveston spent \$24,456.96 in freight and moving fees, and box truck rental charges to accommodate asset distribution for special events. The same year, Visit Galveston hired a part-time staff person to accommodate special-event activations and Island Soul distribution. That position soon became a full-time job because of the number of events and the volume of distribution work it required. The cost associated with moving the position from part-time to full-time was \$31,993. It has become clear that without additional transportation assets, the Visit Galveston team cannot increase the number of activations – and the additional revenue that comes with them. The purchase of a Box Truck will alleviate that problem. It will provide the opportunity to transport the Visit Galveston vending machine to special events, allow more experience activations and will facilitate Island Soul distributions without having to contract with an outside source. Visit Galveston would retain the full time staff person to manage distribution and assets, and would cover the purchase of the Box Truck within 2-3 years from rental savings and potential revenue.

Below were the specifications requested in the sealed bid process:

- GVWR: Can be Light Duty to Medium Duty
- Suspension: Spring (air, coil or leaf)
- Fuel Type: Unleaded or Diesel
- Transmission: Automatic 6-speed or similar
- Cab Type: Manufacturer standard
- Body Type: Cargo Box
- Cargo Box Length: Minimum 14'
- Cargo Box Width: Minimum 8'
- Lift Gate: Equipped with working lift gate
- Fuel Tank: Single, minimum 30-gallon capacity
- Tire size: manufacturer standard rated for truck, all weather
- Axles: Single
- Cab Features: AM/FM Radio, air conditioning and heat equipped, defrost
- Brakes: ABS
- Steering: Power
- Back-up Alarm: Required
- Windshield: Manufacturer standard with no cracks, working wipers equipped with blades
- Cruise Control
- Power Windows and Mirrors
- Tilt Wheel

- Box Must have illumination
- Roll Up Door Clearance: Minimum 8' in height
- Wall tie downs
- Solid floor that can hold at least 5,000 pounds
- Lift gate with vending stop and hydraulic operation

One proposal was received in the sealed process from Vanguard Truck Centers of Houston.

Staff Recommendation: Staff recommends awarding a contract to Vanguard Truck Centers of Houston for the Visit Galveston Box Truck with Lift Gate in the amount of \$78,230. \$80,000 was included in the FY2023 budget for this purchase as a Destination Experience Asset.

Funding Source (if applicable): TD70-7002, Destination Experience Assets

Finance and Operations Committee unanimously approved January 10, 2023

Tourism Development Advisory Committee unanimously approved February 14, 2023

