



AGENDA MEMORANDUM

Action Item for the City Council Meeting August 29, 2023

DATE: August 29, 2023

TO: Peter Zaroni, City Manager

FROM: Brandon Wade, Fire Chief
BrandonW@cctexas.com
(361) 826-3932

Josh Chronley, CTCD, Assistant Director of Finance & Procurement
JoshC2@cctexas.com
(361) 826-3169

<p>Service Agreement for Light Fleet Vehicle Repair and Service the Corpus Christi Fire Department</p>

CAPTION:

Motion authorizing a one-year service agreement, with two one-year options, with Sylvia Ann Barton dba Leroy and Richards Automotive, of Corpus Christi, for light fleet vehicle repairs and service for the Corpus Christi Fire Department, with a one-year amount not to exceed \$67,485.00 and a potential total amount not to exceed \$202,455.00 if both one-year options are exercised, with FY 2023 funding of \$5,625.00 from the General Fund.

SUMMARY:

This motion will authorize a one-year agreement with two one-year options for light fleet vehicle repair services for the Corpus Christi Fire Department (CCFD). Light vehicle repair services include minor preventive maintenance such as oil and filter changes, air conditioning servicing as well as required state inspections.

BACKGROUND AND FINDINGS:

CCFD currently has a fleet of over 140 vehicles that are utilized for daily operations. Of the 140 vehicles, 57 of them are light fleet vehicles which includes 19 Medic units. These light fleet vehicles include vehicles used by the Fire Chief, Deputy Fire Chief, Assistant Chiefs, Battalion Chiefs, Fire Captains, and Firefighters. The Fire Chief, Deputy Chief, Assistant Chiefs, and Battalion Chiefs use the light fleet vehicles as their daily service vehicles. Firefighters use the light fleet vehicles when working in special support roles such as delivering emergency medical services supplies and equipment to fire stations. Light fleet vehicles are also used by arson investigators, fire inspectors, training staff, and civilian shop personnel.

CCFD currently has one full-time mechanic and one superintendent assigned to service its light fleet vehicles. In order to supplement the maintenance of light fleet vehicles in day-to-day operations, it is necessary to obtain an outside automotive repair and service company to perform

service work. A third-party automotive repair and service company allows for expedited completion of service and repairs and recurring state inspections.

The previous agreement from 2022 was a one-year service agreement with two one-year options with Apollo Diesel & Automotive, LLC. in an amount not to exceed \$71,649.90 and a potential amount not to exceed \$214,949.70 if the two one-year option periods were exercised. However, Apollo Diesel & Automotive, LLC. was unable to keep up with CCFD's light fleet vehicle needs. On multiple occasions, units had to be returned for incomplete work or mis-repairs. Their poor performance continued for several months until the City sent a non-compliance letter. Upon no remediation by Apollo Diesel & Automotive, LLC., the City terminated the agreement.

CCFD did have a previous agreement in 2019 with Leroy and Richards Automotive for light fleet vehicle repair. Leroy and Richards Automotive has been very responsive to CCFD's needs and understands the importance of CCFD's equipment and mission to be reliable and efficient. They have done a remarkable job in keeping up with CCFD's demands for service. They produce high-quality work with little to no errors. Besides its services for the City, Leroy and Richards Automotive has done light fleet vehicle repair work for C&I Electrical, Gill's Landscaping, and Tico Insulation. Leroy and Richards Automotive is highly recommend by their references and CCFD.

Because of the terminated contract with Apollo Diesel & Automotive, CCFD currently does not have a contract for light vehicle repairs and service.

PROCUREMENT DETAIL:

The Finance & Procurement Department conducted a competitive Request for Bids (RFB) process to obtain bids. The City received two responsive, responsible bids and staff is recommending the award to Leroy and Richards Automotive as they were the lowest responsive, and responsible bidder.

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ALTERNATIVES:

The alternative to the proposed agreement for light fleet vehicle repair services is not to approve the proposed agreement and to continue servicing all CCFD light fleet vehicles through CCFD's Fleet Maintenance division; however, doing so will cause delays to CCFD daily operations.

FISCAL IMPACT:

The fiscal impact for CCFD in FY 2023 is an amount of \$5,625.00 which will be paid through the General Fund. The remaining costs of \$61,860.00 will be budgeted through the annual budget process.

FUNDING DETAIL:

Fund: 1020 General Fund
Organization/Activity: 12050 Fire Apparatus & Shop
Mission Element: 093 Emergency Response
Project # **(CIP Only)**: N/A
Account: 530100 Vehicle Repair
Amount: \$5,625.00

RECOMMENDATION:

Staff recommends approval of the motion authorizing a one-year service agreement with two one-year options for Leroy and Richards Automotive, as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement