



## **AGENDA MEMORANDUM**

Action Item for the City Council Meeting of October 10, 2023

**DATE:** October 10, 2023

**TO:** Peter Zanoni, City Manager

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### **Upfitting Services and Repairs for Asset Management**

#### **CAPTION:**

Motion authorizing execution of a one-year service agreement, with two one-year options, with C & S Plating & Bumper Recycling, Inc., dba C & S Truck and Van Equipment, of Austin, with an office in Corpus Christi, in an amount not to exceed \$333,000.00 and up to \$999,000.00 if the options are exercised, for upfitting services and repairs for Asset Management, with FY 2024 funding from the Fleet Maintenance Service Fund.

#### **SUMMARY:**

This motion authorizes a one-year service agreement, with two one-year options, for upfitting and repair parts and services for City vehicles. Upfitting services are necessary to fabricate, modify and retrofit City vehicles with side steps, toolboxes, emergency lighting and various other items and services. Repairs such as body work, electrical and suspension is also performed on an as needed basis.

#### **BACKGROUND AND FINDINGS:**

The purpose for this service agreement is for upfitting and repair parts and services on City vehicles. The Asset Management - Fleet Division utilizes these services to keep City vehicles up and running. Currently, the City Fleet Department utilizes these services on an as needed basis.

### **PROCUREMENT DETAIL:**

Finance & Procurement conducted a competitive Request for Bid (RFB) process to obtain bids for a new contract. The City received one bid. The RFB was then extended an additional week to allow more time for additional bids. Ultimately, the City received only one responsive bid. Staff is recommending the award to the lowest, responsive, responsible bidder and incumbent C&S Plating and Bumper Recycling, Inc., dba C&S Truck Equipment. The labor rate has increased by 50% from the last agreement in 2020, from \$60/hour to \$90/hour.

### **ALTERNATIVES:**

The alternative to accepting this bid would be to perform the upfitting repair and repair parts and services in house. However, more employees, equipment and supplies will be needed which will be a higher cost to the City.

### **FISCAL IMPACT:**

The fiscal impact for Fleet Maintenance Services in FY 2024 is \$ 333,000.00 for upfitting and repair parts and services for City vehicles, with the remaining cost, if options are exercised, to be funded in future years through the annual budget process.

### **FUNDING DETAIL:**

Fund:	5110 Fleet Maintenance Services
Organization/Activity:	40170 Fleet Operations
Mission Element:	202
Project # (CIP Only):	N/A
Account:	530100 Vehicle Repairs

### **RECOMMENDATION:**

Staff recommends approval of this motion authorizing a one-year agreement, with two one-year options, with C&S Plating and Bumper Recycling, Inc., dba C&S Truck and Van Equipment for upfitting and repair parts and services as presented.

### **LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement