



## AGENDA MEMORANDUM

Action Item for the City Council Meeting of January 30, 2024

**DATE:** January 30, 2024

**TO:** Peter Zanoni, City Manager

**FROM:** Brett Van Hazel, Director of Asset Management – Fleet  
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### Vehicle Paint and Body Repairs

#### **CAPTION:**

Resolution authorizing a one-year service agreement, with two one-year options, with Certified Collision Works, LLC, of Corpus Christi, in an amount not to exceed \$101,937.00, and a potential amount of \$305,811.00 if options are exercised, for vehicle paint and body repairs for Asset Management, with FY 2024 funding of \$67,958.00 from the Fleet Maintenance Service Fund.

#### **SUMMARY:**

This motion authorizes a one-year service agreement with two one-year option periods for vehicle paint and body repairs for the Asset Management Department, Fleet Division. Collision repair services are necessary to keep the Fleet available to City Departments.

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

The purpose of this service agreement is the body and paint repair to City vehicles. Asset Management utilizes these services as needed to keep City vehicles available. The contractor is a locally owned, first-generation Bodyshop, conducting business since 2005, with a limited lifetime warranty on parts and labor for the services provided.

#### **PROCUREMENT DETAIL:**

Finance & Procurement conducted a competitive Request for Bid (RFB) process to obtain bids for a new contract. The City received two responsive, responsible bids. Staff is

recommending the award to the lowest responsive and responsible bidder, and for this procurement the incumbent, Certified Collision Works, LLC, for vehicle paint and body repairs. The proposed contract has increased the unit price by 2.3% from the previous agreement secured in 2022.

**ALTERNATIVES:**

The alternative would be not to secure a long-term supply agreement; however, the Asset Management Department would have to process individual purchase orders when repairs are needed. This would not be as productive. A long-term agreement allows for a better economy of scale.

**FISCAL IMPACT:**

The fiscal impact for Asset Management in FY24 is \$67,958.00, with the remaining cost of \$237,853.00 funded in future years through the annual budget process.

**FUNDING DETAIL:**

Fund:	5110 Fleet Maintenance Services
Organization/Activity	40170 Fleet Operations
Mission Element	13
Project # (CIP only)	N/A
Account:	530100 Vehicle Repairs

**RECOMMENDATION:**

Staff recommends approval of this resolution authorizing a one-year service agreement, with two one-year options, with Certified Collision Works, LLC, as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement