



AGENDA MEMORANDUM

Action Item for the City Council Meeting November 9, 2021

DATE: November 9, 2021

TO: Peter Zaroni, City Manager

FROM: Charles Mendoza, Director of Asset Management
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Vehicle Paint and Body Repairs for Asset Management – Fleet Maintenance

CAPTION:

Motion authorizing a three-year service agreement with Certified Collision Works, LLC of Corpus Christi, Texas, for an estimated amount not to exceed \$152,200.00, for vehicle paint and body repairs for Asset Management, with FY 2022 funding in an amount not to exceed \$50,750.00 available through the Fleet Maintenance Fund.

SUMMARY:

This item is to approve a service agreement with Certified Collision Works, LLC for as-needed vehicle paint and body repairs for Asset Management, Fleet Maintenance Division.

BACKGROUND AND FINDINGS:

Fleet Maintenance needs paint and body repair service for various City owned vehicles and equipment, except for EMS and Fire Department vehicles. Vehicles included but limited to other pieces of equipment are sedans, vans, motorcycles, ATV's/UTV's, trailers, pickup trucks up to F-550 in size. Paint and body repair is not performed by Fleet staff, and we are currently spending \$67,000 per year in services; therefore, it is determined that an outside contract will best meet the needs of the department accruing significant savings.

PROCUREMENT DETAIL:

The Procurement Division conducted a competitive request for bids process to obtain bids. The City received one responsive, responsible bid. Staff is recommending award to Certified Collision Works, LLC of Corpus Christi, Texas for Vehicle Paint and Body Repairs for Fleet Maintenance. As we do not have any current contract for these services, we cannot negotiate the best price therefore leading to wasteful spending. There is an 8% decrease in paint and labor costs from a previous contract for the Corpus Christi Fire Department with the Certified Collision for the same type of services, so even though only one responsive bid was submitted, we know it to be competitive and cost saving.

ALTERNATIVES:

The alternative to not approving this service agreement would be that the required paint and body repair work would be delayed, as the Fleet Division would need to obtain quotes for every paint and body repair, affecting production and leading to long wait times.

FISCAL IMPACT:

The fiscal impact for Asset Management in FY 22 is estimated at \$50,750.00 for this three-year service agreement. The remaining \$101,450.00 will be budgeted in the future years through the annual budget process.

FUNDING DETAIL:

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

RECOMMENDATION:

Staff recommends the approval of this agreement with Certified Collision Works, LLC of Corpus Christi, Texas, for vehicle paint and body repairs for Asset Management – Fleet Maintenance.

LIST OF SUPPORTING DOCUMENTS:

Bid Tab
Service Agreements