



AGENDA MEMORANDUM

Action Item for the City Council Meeting May 17, 2022

DATE: May 17, 2022

TO: Peter Zanoni, City Manager

FROM: Robert Rocha, Fire Chief
RRocha@cctexas.com
(361) 826-3935

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

Light Vehicle Repair and Service for Corpus Christi Fire Department

CAPTION:

Motion authorizing a one-year service agreement with two one-year options with Apollo Diesel & Automotive, LLC., of Corpus Christi, for light vehicle repair and service for the Corpus Christi Fire Department 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 are exercised, with FY 2022 funding of \$29,854.12 available from the General Fund.

SUMMARY:

This motion will authorize the purchase of light vehicle repair services for the Logistics Division of the Corpus Christi Fire Department (CCFD). Light vehicle repair services include minor preventive maintenance such as oil changes or air-conditioning work to CCFD fleet vehicles.

BACKGROUND AND FINDINGS:

CCFD currently has a fleet of over 140 vehicles that are utilized for daily operations. Of the 140 vehicles, CCFD has 57 light fleet vehicles. These light fleet vehicles include vehicles used by the Fire Chief, Deputy Fire Chief, Assistant Chiefs, Battalion Chiefs, Fire Captains, and Firefighters working special support roles such as Emergency Medical Services (EMS) supply and equipment delivery to stations, the SOS COVID vaccination program, and other. Light fleet vehicles also are used by arson investigators and inspectors, shop personnel for on-call situations, and for errands to purchase vehicle parts for CCFD vehicles.

CCFD currently has three full time mechanics and one superintendent to service these vehicles. In order to supplement the maintenance of staff vehicles in day-to-day operations, it is necessary to obtain an outside automotive repair and service company to perform work for expedited repairs and for recurring state inspections.

Apollo Diesel & Automotive, LLC.'s clients include Grande Communications, Premont Independent School

District, and Terminix.

PROCUREMENT DETAIL:

Finance-Procurement conducted a competitive Request for Bids (RFB) process to obtain bids. The City received four responsive, responsible bids and staff is recommending the award to Apollo Diesel & Automotive, LLC. The previous award was issued to Silvia Ann Barton dba LeRoy and Richards Automotive in the amount of \$70,785.90 for a one-year service agreement, with two one-year options. Apollo Diesel & Automotive's bid is \$2,686.10 less than the next lowest bidder, which was the incumbent. The incumbent's current contract has been extended and will expire on June 21, 2022.

Apollo Diesel & Automotive, LLC.'s clients include Grande Communications, Premont Independent School District, and Terminix. The City's Procurement Division performed reference checks with these organizations and was told that Apollo Diesel & Automotive, LLC. services their respective vehicles with no complaints or issues.

ALTERNATIVES:

An alternative to purchasing light vehicle repair services would be to continue servicing all Fire Department vehicles through Fire's Fleet Maintenance division, however, doing so may delay regular CCFD daily operations.

FISCAL IMPACT:

The fiscal impact for CCFD in FY 2022 is \$29,854.12. The remaining costs of \$185,095.58 will be budgeted through the annual budget process.

FUNDING DETAIL:

Fund: 1020 General Fund
Organization/Activity: 12050 Fire Shop & Apparatus
Mission Element: 093 Emergency Response
Project # (CIP Only): N/A
Account: 530100 Vehicle Repairs
Amount: \$29,854.12

RECOMMENDATION:

Staff recommends approval of the motion authorizing a one-year service agreement with two one-year options for Apollo Diesel & Automotive, LLC., as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Service Agreement