



## AGENDA MEMORANDUM

Action Item for the City Council Meeting August 17, 2021

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**DATE:** August 10, 2021

**TO:** Peter Zanoni, City Manager

**FROM:** Charles Mendoza, Director of Asset Management  
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<b>Offsite Repairs of Fleet Ford Vehicles</b>
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**CAPTION:**

Motion authorizing a two-year service agreement with Crosstown Partners Inc., dba Sames Ford, of Corpus Christi, Texas, for a total amount not to exceed \$543,000.00, for offsite repairs of Asset Management Fleet Ford vehicles, with FY 2021 funding in the amount of \$45,200.00 available through the Fleet Maintenance Service Fund.

**SUMMARY:**

This motion authorizes a two-year service agreement for parts and services for repairs to Ford vehicles for the Asset Management Department, Fleet Division. Ford parts and services are necessary in keeping the Fleet available to City departments.

**BACKGROUND AND FINDINGS:**

The purpose of this service agreement is for repair parts and services of the City's Ford vehicles. The Asset management utilizes these services on an as needed basis to keep Ford vehicles up and running. The contractor is a Ford dealer, is certified in Hybrid repairs and with the Texas Railroad Commission to work on (CNG) compressed natural gas vehicles.

**PROCUREMENT DETAIL:**

Contracts and Procurement conducted a competitive Request for Bid process to obtain bids. The City received one responsive, responsible bid. Staff is recommending Crosstown Partners Inc. dba Sames Ford of Corpus Christi, Texas the lowest, responsive, responsible bidder to provide

as needed offsite repairs of Fleet Ford vehicles. Crosstown Partners Inc. dba Sames Ford is the incumbent for offsite repairs of Fleet Ford vehicles and has an hourly rate that has a competitive market increase of 10% from the previous contract in 2019.

**ALTERNATIVES:**

The alternative would be not to secure a long-term supply agreement; however, the Asset Management Department would have to process individual purchases 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 FY21 is \$45,200.00, with the remaining cost of \$497,800.00 will 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 Maintain the Fleet
Project # (CIP Only):	N/A
Account:	530100 Vehicle Repairs

**RECOMMENDATION:**

Staff recommends the approval of this agreement with Crosstown Partners Inc. dba Sames Ford of Corpus Christi, Texas for Offsite Repairs of Fleet Ford Vehicles as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tab  
Service Agreement