



# STAFF REPORT

## CITY of YORBA LINDA

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### PUBLIC WORKS DEPARTMENT

**DATE:** OCTOBER 19, 2021

**TO:** HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

**FROM:** JAMIE LAI, P.E., PUBLIC WORKS DIRECTOR/CITY ENGINEER  
**PREPARED BY:** ARMANDO JAIME, PUBLIC WORKS SUPERINTENDENT

**SUBJECT:** AWARD OF CONTRACT FOR FLEET MAINTENANCE SERVICES TO YORBA LINDA MOBIL SERVICE CENTER

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### **RECOMMENDATION**

It is recommended that the City Council:

- 1) Award the proposed Fleet Maintenance Service Contract to Yorba Linda Mobil Service Center with the total contract price of \$89,769.96 (or approximately \$33,663.74 per year), that includes an initial term between November 2, 2021, through June 30, 2024; and reject all other bids and approve the bid documents and specifications; and
- 2) Authorize the Mayor to execute the proposed contract and authorize the City Manager to execute and approve contract extensions including any authorized increases, as provided for within this agreement.

### **BACKGROUND**

The fleet maintenance services have historically been performed by a qualified auto repair shop that has secured the City's fleet maintenance service contract through the City's bidding procedures. Therefore, with the current fleet maintenance service contract due to expire October 2021, staff developed and advertised the fleet maintenance service in order to secure a qualified auto repair shop.

The proposed fleet maintenance service contract includes an initial term between November 2, 2021, through June 30, 2024, and can be extended once (1) for an additional two-year term, at the sole discretion of the City. This approach offers the successful vendor a potentially longer-term contract that allows the vendor to purchase equipment with less risk and develop a fleet repair schedule that can be stable. This increases the attractiveness of the contract and typically yields lower bid prices.

In September of 2021, staff solicited bids from 6 vendors for Fleet Maintenance Services through the City's informal bidding process. The scope of work for this proposed contract agreement includes oil changes, brake service, air conditioning service, battery replacement, smog check, wheel alignment and labor cost for miscellaneous repairs.

## **DISCUSSION**

The informal bidding procedures have been followed in conformance with the City's bidding procedure. Two bids were received, and the bid opening was completed on September 27, 2021, at 11 A.M. The bid results are as follows:

Table 1: Bid Results

<u>Company</u>	<u>Bid Amount</u>
Yorba Linda Mobil Service Center	\$33,663.74
Ray's Auto Care	\$39,320.86

There is a potential for savings once the transition to electric vehicles occurs. The contract is tailored as time and materials so that only work performed by the contractor will be compensated by the City. Staff examined the bids received and determined that lowest responsible and responsive bidder is Yorba Linda Mobil Service Center. The Yorba Linda Mobil Service Center has also successfully provided similar services to the City in the past.

## **FISCAL IMPACT**

Sufficient funds are available for the Fleet Maintenance Services under Account No. 1010330-424050.

## **ALTERNATIVES**

The City Council could choose to not award the contract for the fleet maintenance services and to direct staff to advertise a new Notice Inviting Bids. Staff does not recommend this alternative because it can delay the completion of needed fleet repairs. The bid received from Yorba Linda Mobil Service Center is competitive and there is no guarantee that re-advertising this project will result in lower bids.

## **ATTACHMENTS**

1. Fleet Maintenance Services Agreement with Yorba Linda Mobil Service Center.
  2. Yorba Linda Mobil Service Center Bid Proposal
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