



# REPORT TO COUNCIL

## City of Sacramento

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915 I Street, Sacramento, CA 95814-2604  
www.CityofSacramento.org

CONSENT  
July 13, 2010

Honorable Mayor and  
Members of the City Council

**Title: Contract: Vehicle Body Repairs and Services**

**Location/Council District:** Citywide

**Recommendation:** Adopt a **Resolution:** 1) awarding Harrold Ford a one-year contract with three one-year renewal options for light duty vehicle body repairs and services in an amount not to exceed \$678,400 for the potential four year term; 2) awarding West Coast Frame and Collision Repair, Inc. a one-year contract with three one-year renewal options for heavy duty vehicle body repairs and services in an amount not to exceed \$439,428 for the potential four year term; and 3) authorizing the City Manager or the City Manager's designee to execute the contracts specified above provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

**Contact:** Keith Leech, Fleet Manager, 808-5869

**Presenters:** Not applicable

**Department:** General Services

**Division:** Fleet Management

**Organization No:** 13001311

**Description/Analysis:**

**Issue:** The Department of General Services, Fleet Management Division has ongoing needs for light and heavy duty vehicle body repairs and services in support of City departments.

**Policy Considerations:** The recommendations in this report are in accordance with City Code Section 3.56, and Resolution No. 2010-346 prohibiting the City from entering into any contract to purchase goods or services from any business or entity headquartered in Arizona.

**Committee/Commission Action:** Not applicable

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** The recommendations in this report involve the purchase of vehicle body repairs and services in support of City departments and are not considered to be a 'project' in accordance with Section 15378 (b) (2) of the CEQA Guidelines. Therefore, as determined by the City's Environmental Services Planning Manager, no environmental review is necessary.

**Sustainability Considerations:** All painting services provided under the recommended contracts will be done in compliance with all local, state, and federal environmental regulations governing vehicle paint and painting processes.

**Rationale for Recommendation:** The Department of General Services, Fleet Management Division uses contracting for vehicle body repairs and services to augment the work performed by City staff to provide an increased level of customer service for City departments.

On May 12, 2010, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No. B10131061025 for vehicle body repairs and services for two groups. Group One consisted of vehicle and body repairs and services for light duty vehicles. Three bids were received. Group Two consisted of vehicle body repairs and services for heavy duty vehicles. Two bids were received. The lowest responsive and responsible bidder for Group One was determined to be Harrold Ford. The lowest responsive and responsible bidder for Group Two was determined to be West Coast Frame and Collision Repair, Inc. A summary of the bid results is provided in Attachment 1.

**Financial Considerations:** Sufficient funds are available in the FY2010/11 operating budget of the Department of General Services (Fleet Fund, Fund 6501) to purchase vehicle body repairs and services through June 30, 2011. Purchases made after June 30, 2011 are subject to funding availability in the adopted budget of the applicable fiscal year(s). Annual estimated expenditures are shown in the following table:

Vendor	Year 1 Estimate	Year 2 Estimate	Year 3 Estimate	Year 4 Estimate	Total Contract Amount
Harrold Ford	\$169,600	\$169,600	\$169,600	\$169,600	\$678,400
West Coast Frame and Collision Repair, Inc.	\$109,857	\$109,857	\$109,857	\$109,857	\$439,428

On May 18, 2010, Management Partners, Inc. presented its *Citywide Financial and Operational Review* to City Council in which it suggested the City research outsourcing vehicle body and paint services to vendors as a way to reduce costs. The

recommended contracts will provide a basis for evaluating the most cost effective service delivery model for these services.

**Emerging Small Business Development (ESBD):** Harrold Ford is not certified as an emerging/small business. West Coast Frame and Collision Repair, Inc. is certified as an emerging/small business.

Respectfully submitted by: Reina Schwartz  
for Keith Leech  
Fleet Manager

Approved by: Reina Schwartz  
Reina J. Schwartz  
Director, Department of General Services

Recommendation Approved:

for Gus Vina  
Gus Vina  
Interim City Manager

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**Bid Results – Bid No. B10131061025****Group One - Light Duty Vehicle Body Repairs and Services**

<b>Bidder</b>	<b>Bodyworks Unlimited</b>	<b>Harrold Ford</b>	<b>Kearney's Painting</b>	<b>Shanahan's Auto Body</b>	<b>West Coast Frame</b>
Bid subtotal	\$183,250	\$169,600	\$216,000	\$179,250	\$243,750
5% E/SBE Preference	None	None	None	None	(\$12,187.50)
Prompt Payment Discount	None	None	None	None	(\$4,875.00)
1% City Limit Preference*	N/A	N/A	N/A	N/A	N/A
<b>Total Bid Evaluation</b>	\$183,250	<b>\$169,600<sup>(1)</sup></b>	\$216,000	\$179,250	\$226,687.50

**Group Two – Heavy Duty Vehicle Body Repairs and Services**

<b>Bidder</b>	<b>Bodyworks Unlimited</b>	<b>Harrold Ford</b>	<b>Kearney's Painting</b>	<b>Shanahan's Auto Body</b>	<b>West Coast Frame</b>
Bid subtotal	NO BID	NO BID	\$111,750	NO BID	\$118,125.00
5% E/SBE Preference			None		(\$5,906.25)
1% City Limit Preference*	N/A	N/A	N/A	N/A	N/A
Prompt Payment Discount			None		(\$2,362.50)
<b>Total Bid Evaluation</b>	NO BID	NO BID	\$111,750	NO BID	<b>\$109,856.25<sup>(1)</sup></b>

<sup>(1)</sup>The lowest responsible bid evaluation totals of \$169,600 and \$109,856.25 represent the totals for the quantities selected for evaluation purposes only, Authorization is requested to enter into contracts in an amount not to exceed \$678,400 and \$439,428 respectively, which more closely reflects the actual amounts anticipated to be expended overall for these potential three year contracts.

\*The one percent discount does not apply to services.

**RESOLUTION NO. 2010-XXXX**

Adopted by the Sacramento City Council

**July 13, 2010**

**AWARD CONTRACT FOR THE PURCHASE OF VEHICLE BODY REPAIRS AND SERVICES**

**BACKGROUND**

- A. The Department of General Services, Fleet Management Division has ongoing needs for light and heavy duty vehicle body repairs and services in support of City departments.
- B. On May 12, 2010, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No. B10131061025 for vehicle body repairs and services for two groups. Group One consisted of vehicle and body repairs and services for light duty vehicles. Five bids were received. Group Two consisted of vehicle body repairs and services for heavy duty vehicles. Two bids were received. The lowest responsive and responsible bidder for Group One was determined to be Harrold Ford. The lowest responsive and responsible bidder for Group Two was determined to be West Coast Frame and Collision Repair, Inc.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:**

- Section 1. Harrold Ford is awarded a one-year contract with three one-year renewal options for light duty vehicle body repairs and services in an amount not to exceed \$678,400 for the potential four year term.
- Section 2. West Coast Frame and Collision Repair, Inc. is awarded a one-year contract with three one-year renewal options for heavy duty vehicle repairs and services in an amount not to exceed \$439,428 for the potential four year term.
- Section 3. The City Manager or the City Manager's designee is authorized to execute the contracts specified above provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).