



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 6, 2016

FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL

SUBJECT: REQUEST FOR PROPOSAL NO 1605, AWARD A PROFESSIONAL CONSULTANT SERVICES AGREEMENT FOR GENERAL AND PREVENTATIVE AUTOMOTIVE MAINTENANCE SERVICES TO WARREN-ANDERSON FORD, DBA FRITTS FORD – THREE YEAR CONTRACT FOR AN AMOUNT NOT TO EXCEED \$105,000

ISSUE:

Approve a Professional Consultant Services Agreement for General and Preventive Automotive Maintenance Services, in response to Request for Proposal No. 1605, with Warren-Anderson Ford, dba Fritts Ford of Riverside, California, for an amount not to exceed \$35,000 annually or \$105,000 for the initial three (3) year term.

RECOMMENDATIONS:

That the City Council:

1. Approve a Professional Consultant Services Agreement for General and Preventive Automotive Maintenance Services, with Warren-Anderson Ford, dba Fritts Ford, in an amount not to exceed \$35,000 annually or \$105,000 for the initial three (3) year term with authority to extend for two (2) additional one-year periods;
2. Authorize the City Manager, or his designee, to execute the agreement, make minor and non-substantive changes.

BACKGROUND:

The General Services Department, Fleet Maintenance Division, is responsible for the repair and maintenance of City owned vehicles. Secondary Fleet Management resources for outside services are used as needed in the event of staffing shortages, varying workloads or scheduling conflicts. General and preventative automotive maintenance services are needed for emissions testing, wheel alignments, minor repairs, and occasional overflow work. It is estimated that two to three vehicles per week will require outside general and preventative maintenance services.

DISCUSSION:

On March 28, 2016, Request for Proposal (RFP) No. 1605 was issued for general and preventative automotive services for the Fleet Management Division of the General Services

Department. On April 11, 2016, the City received two (2) responsive proposals. The selection committee, which consisted of representatives from the General Services Fleet Management Division, reviewed and evaluated the proposals. Fritts Ford of Riverside was the lowest responsive proposal and deemed the best value to the City.

The Purchasing Services Manager concurs with the recommendation above.

FISCAL IMPACT:

Sufficient funds are available in FY 2016-17 Fleet Fund (650) General Services Department Central Garage Professional Services budget Account No. 2215000-421000 for this expense.

Prepared by:	Carl Carey, General Services Director
Availability of fund:	Scott G. Miller PhD, Chief Financial Officer/Treasurer
Approved by:	Marianna Marysheva-Martinez, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney

Attachment:	Agreement
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