



City Council Report

Date: September 9, 2024
To: City Council
Through: Michael Kennington, Deputy City Manager/Chief Financial Officer
From: Edward Quedens, Business Services Director
Kristy Garcia, Procurement Administrator
Subject: Dollar Limit Increase to the Term Contracts for On-Site Vehicle Repair and Preventative Maintenance Services for the Fleet Services Department (Citywide)

Recommendation

Council is requested to approve the dollar limit increase as recommended.

The Fleet Services Department and Procurement Services recommend a dollar limit increase with Nutts and Bolts Mobile Service and Desert Valley Truck & Equipment Repair in the amount of \$500,000, increasing the contract dollar limit from \$200,000 to \$700,000 through 12/31/2024 while a contract is being solicited.

Background / Discussion

The City has agreements with two contractors for on-site vehicle repair and preventative maintenance services for their heavy-duty vehicles and equipment, focusing on Solid Waste Refuse trucks and other specialty equipment. Some equipment is required by departments to provide essential services to citizens such as trash collection and energy system services and repairs. Fleet Services operates three (3) shifts, seven (7) days a week to keep the workflow moving and to get vehicles back on the road as soon as possible, however, they have been understaffed for some time, due to a shortage of skilled technicians.

The City requires outside support to assist with the current backlog of work as well as to maintain current work orders. Fleet Services is working to recruit and fill vacant positions. The department is also working with Procurement Services on formally soliciting for these services.

Approval of this request will exempt this purchase from the normal formal solicitation process for this short-term, priority need.

Purchase Information

Action: Dollar limit increase, Formal solicitation exemption

Procurement Type: Single Quote

Contract Number: 2025026

Local Consideration: Policy did not apply to this procurement method

Initial Contract Terms: 6/26/2024 to 12/31/2024

Possible Renewals: None

Funding Source: Fleet Internal Services Fund

Dollar Limit History (Nutts and Bolts Mobile Service)

Original Administrative Approval Amount – 7/11/2024:	\$100,000.00
This Increase	<u>\$250,000.00</u>
New Contract Value (through 12/31/2024):	\$350,000.00

Dollar Limit History (Desert Valley Truck & Equipment Repair)

Original Administrative Approval Amount – 7/11/2024:	\$100,000.00
This Increase	<u>\$250,000.00</u>
New Contract Value (through 12/31/2024):	\$350,000.00