



R-21-54
Meeting 21-12
April 28, 2021

AGENDA ITEM 4

AGENDA ITEM

Contract Amendments for On-Call Vehicle Maintenance & Repair Services

GENERAL MANAGER'S RECOMMENDATION(S) *den*

1. Authorize the General Manager to amend an on-call vehicle maintenance and repair contract with Renson Automotive Inc., by an additional \$25,000 for a new, not-to-exceed total amount of \$75,000 to cover service needs through end of June (end of Fiscal Year 2020-21).
2. Authorize the General Manager to amend an on-call vehicle maintenance and repair contract with Ray & Jan's Mobile Mechanic by an additional \$10,000 for a new, not-to-exceed total amount of \$60,000 to cover service needs through end of June (end of Fiscal Year 2020-21).

SUMMARY

Due to the Covid-19 pandemic, Midpeninsula Regional Open Space District (District) put in place additional safety measures to ensure continuity of District Operations, including safety measures for staff use of District vehicles. To maintain social distancing requirements, field employees were assigned an individual District vehicle and Administrative Office staff have been working remotely, opting to drive their private vehicles when needed to access District project sites. These safety measures resulted in unanticipated increases to vehicle repair and maintenance costs due to many more vehicles being assigned to individual field staff and increased parts theft/vandalism and pest infestation of lightly used Administrative Office vehicles. On-Call Vehicle Maintenance & Repairs contracts were approved under the General Manager's authority in early 2020 stipulating that work would be authorized up to the maximum contract amount of \$50,000. This amount is generally sufficient for typical annual maintenance needs. Given the unanticipated higher need for services during the pandemic, the General Manager recommends increasing the on-call contract with Renson Automotive Inc., (Renson) by \$25,000 and the on-call contract with Ray & Jan's Mobile Mechanic (R&J) by \$10,000 to address service needs through the end of the fiscal year. Given the higher demands for services to date, numerous non-urgent, routine vehicle service needs have been postponed awaiting this contract amendment. The adjusted Fiscal Year 2020-21 (FY21) budget includes sufficient funds to cover the recommended contract amendments.

DISCUSSION

On April 6, 2020, the District Board of Directors (Board) proclaimed a local state of emergency due to the Covid-19 pandemic. As a result of this proclamation, several emergency and temporary measures, as described below, were put in place to safely continue District operations. Under normal circumstances, the District's three \$50,000 on-call vehicle

maintenance contracts for FY21 would be sufficient to address routine vehicle servicing and repair needs. However, Covid measures increased the service needs and required the District to shift numerous expenses to two of the three on-call vehicle maintenance contracts due to the inability for the third on-call service provider to meet District safety protocols.

District Covid-19 Safety Measures

One of the temporary Covid safety measures that the District employed during the first year of the pandemic was the assignment of individual District vehicles to each field employee. Due to added mileage, this safety measure increased the need for additional routine preventative maintenance of the vehicles. Routine repair services include, but are not limited to, oil change & lube, tires, tire rotation and alignments, maintenance repairs of brakes, suspension, heat/air conditioning systems, electrical systems, and minor engine repairs.

Additionally, due to very low operation of Administrative Office vehicles, several of these vehicles have experienced theft, vandalism, and pest infestation. The catalytic converter was stolen from one vehicle, windows have been broken, tools have been stolen, gas has been syphoned, and rodents have nested in the engines causing engine and electrical damages. In response to these damages, staff have begun to rotate use of vehicles to keep them in operation, assigned some vehicle to field offices, increased on-site inspections, and added theft deterrents to high value catalytic converters (hybrid vehicles). Prior to construction initiating in March of the new office building, vehicles were also relocated to its secured, underground parking area.

Contractor Covid-19 Safety Measures

Prior to the pandemic, the District competitively procured Basic Inspection of Terminals (BIT) inspections through different vendors who can conduct the inspections at the field offices. BIT inspections are safety inspections of commercial vehicles required by California Highway Patrol. Once the pandemic began, the District shifted the BIT inspections to the on-call vehicle and maintenance repair providers to minimize the number and duration of staff interactions with outside contractors as a Covid safety measure. During the pandemic, R&J provided these services onsite at the field offices. Renson worked with the District to retain a surplus vehicle (a retired vehicle that will be auctioned after Covid-19 restrictions are lifted) at their location, facilitating the ability for staff to drop/pick up vehicles for service and/or repairs without requiring carpooling (an employee would arrive with the vehicle needing services and leave with the surplus vehicle that was ready for use). Adding the BIT inspections unexpectedly shifted \$10,000 of BIT expenditures to these two contracts.

Currently, both contracts fall are under the General Manager's contract authority; however, based on the remaining contract amounts and maintenance needs that still exist through the end of June, amendments are needed to ensure sufficient funding remains through the end of the fiscal year. A majority of District vehicles are due for routine service before the end of June and several major repairs are scheduled. The table below details the year-to-date expenses and the recommended amendment amounts.

Vendor	Approved Contract Amount	YTD Expenses	Remaining Contract Amount	Proposed Amendment	Total Proposed Contract Amount
Renson Automotive Inc	\$ 50,000	\$ 43,000	\$ 7,000	\$ 25,000	\$ 75,000
R&J Mobile Mechanic*	\$ 50,000	\$ 35,000	\$ 15,000	\$ 10,000	\$ 60,000
Palo Alto Shell	\$ 50,000	\$ 5,500	\$ 44,500	\$ (35,000)**	\$ 15,000**
Total	\$ 150,000	\$ 83,500	\$ 66,500	\$ -	\$ 150,000

*Expenses do not reflect work performed in the last 30 days.

**Actual Contract amount will not change, this table reflects expected savings (E4) and approximate expenditures (F4)

Palo Alto Shell (PAS) was competitively selected as the third on-call service provider in FY22; however, they could not accommodate the District's social distancing needs during the Covid-19 pandemic. Therefore, PAS is only used when services can be provided promptly while a District employee safely waits for the quick repair to be performed, such as battery replacements, smog checks, and tire repairs.

History of Contractor Selection

A Request for Quotes (RFQ) for the FY22 on-call services contracts was advertised on the District website, and Periscope (BidSync). Staff notified nine vendors known to have experience providing fleet vehicles maintenance and repairs. Four quotes were received by February 14, 2020. Staff reviewed and evaluated written quotes submitted by R&J, Renson, PAS, and Mountain View Radiator. The evaluation criteria is based on the completeness and quality of information provided for services, competitive rates, experience, quality of references, guarantee of work, and ability and desire to enter into a one-year contract and meet all requirements. R&J, Renson and, PAS were deemed the lowest responsible and responsive bidders for the services.

FISCAL IMPACT

There are sufficient funds in the amended FY21 budget to cover the recommended contract amendments.

BOARD AND COMMITTEE REVIEW

This item was not previously reviewed by the Board or a Committee.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

1. If approved, the General Manager will execute an amendment in the amount of \$25,000 to increase the on-call vehicle maintenance and repairs contract with Renson Automotive Inc., for a new not to exceed total contract amount of \$75,000.
2. If approved, the General Manager will execute an amendment in the amount of \$10,000 to increase the on-call vehicle maintenance and repairs contract with Ray & Jan's Mobile Mechanic for a new not to exceed total contract of \$60,000.

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