



Midpeninsula Regional  
Open Space District

R-23-48  
Meeting 23-13  
May 10, 2023

## AGENDA ITEM 5

### AGENDA ITEM

Contract Amendment for On-Call Vehicle Maintenance & Repair Services

### GENERAL MANAGER'S RECOMMENDATION *deur*

Authorize the General Manager to amend an on-call vehicle maintenance and repair contract with Renson Automotive Inc., to increase the contract amount by \$35,000 for a new not-to-exceed total amount of \$85,000 to cover service needs through end of June 2023 (end of Fiscal Year 2022-23).

### SUMMARY

Due to ongoing supply-chain disruptions, vehicle procurement delays have required the District to retain vehicles beyond the timeframe recommended by the adopted fleet replacement guidelines, which has resulted in unanticipated increases to vehicle repair and maintenance costs. On-Call Vehicle Maintenance & Repairs contracts were approved under the General Manager's authority in early 2022 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 vehicle maintenance and repair services, the General Manager recommends increasing the contract amount for the on-call contract with Renson Automotive Inc., (Renson) by \$35,000 to address service needs through the end of the fiscal year. The current Fiscal Year 2022-23 (FY23) budget includes sufficient funds to cover the recommended contract amendment.

### DISCUSSION

Over the last few years, vehicle purchases have been challenging for many public fleets. Under routine operation, vehicles and equipment owned by the Midpeninsula Regional Open Space District (District) have been replaced according to the adopted fleet replacement guidelines. However, due to supply-chain disruptions, production and shipping delays have affected vehicle production schedules, resulting in longer procurement timelines to replace vehicles. Normally, the District's \$50,000 on-call vehicle maintenance contract with Renson for FY23, which handles a portion of District vehicle repairs, would be sufficient to address annual routine vehicle servicing and repair needs. However, because the District must retain older vehicles for a longer timeframe due to the procurement delays, maintenance and repair costs have increased. For example, patrol vehicle (P104) was experiencing an engine malfunction. After a thorough inspection, it was determined that an engine replacement was required to keep the vehicle in operation. Normally, the District would retire the vehicle as it was nearing the fleet replacement threshold to avoid an expensive repair. However, due to the supply chain issues with purchasing

vehicles, and the need to fulfil operational needs, staff replaced the engine to keep the vehicle in operation through an on-call services contract.

Additionally, the increase in vehicle mileage sustained by the fleet has also increased the need for routine preventative maintenance care of the older vehicles. Routine repair services include, but are not limited to, oil change & lube, new tires, tire rotation and alignments, minor engine repairs, and maintenance repairs of brakes, suspension, heat/air conditioning systems, and electrical systems.

Currently, the On-Call Vehicle Maintenance & Repairs contract with Renson is limited to \$50,000 and is under the General Manager's contract authority. However, based on the remaining contract amount and the projected maintenance needs through the end of June, an amendment is recommended to ensure sufficient available funding 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 amount.

Vendor	Current Contract Amount	YTD Expenses	Remaining Contract Amount	Proposed Amendment	Total Proposed Contract Amount
Renson Automotive, Inc.	\$50,000	\$48,000	\$2,000	\$35,000	\$85,000

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

#### *History of Contractor Selection*

A Request for Quotes (RFQ) for FY22 on-call services contracts was advertised on the District website and Periscope (BidSync). Staff notified nine local vendors known to have experience providing fleet vehicles maintenance and repairs. Staff reviewed and evaluated written quotes submitted. The evaluation criteria were 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 (with three one-year options) and meet all contracting requirements. Renson was deemed one of the lowest responsible and responsive bidders for the services. Multiple contracts were awarded to the lowest bidders for these services. The current contract with Renson expires on June 30, 2023. An amendment to increase the current contract by \$35,000 is recommended to address repair and maintenance needs through the end of the fiscal year.

#### **FISCAL IMPACT**

There are sufficient funds in the current FY23 budget to cover the recommended contract amendment.

#### **PRIOR BOARD AND COMMITTEE REVIEW**

None.

#### **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**

If approved, the General Manager will execute an amendment in the amount of \$35,000 to increase the on-call vehicle maintenance and repairs contract with Renson Automotive, Inc., for a revised not-to-exceed total contract amount of \$85,000.

Responsible Department Head:

Brandon Stewart, Land & Facilities

Prepared by:

Benjamin Talavera, Management Analyst II, Land & Facilities