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File #:	2023-510	Version: 1	Name:	
Type:	Contract	Status:	Passed	
File created:	10/20/2023	In control:	Board of Commissioners	
On agenda:	12/21/2023	Final action:	12/21/2023	
Title:	CONTRACTS FOR COUNTY VEHICLE MAINTENANCE AND REPAIR			
Attachments:	1. Casey's Tire and Auto, Inc. 90005940 DRAFT , 2. CI Fleet Solutions Inc 90005951 DRAFT , 3. Greensboro Auto Center, Inc. 90005952 DRAFT , 4. Hudson Autoworks Service Center LLC 90005953 DRAFT , 5. JP Thomas Tire 90005954 DRAFT , 6. Steve Brooks dba Brooks Network Services, LLC 90005950 DRAFT , 7. MWBE Compliance Letter - BID 20160 Countywide Vehicle Maintenance Revised 12132023 , 8. Bid 20160 (REBID #2) - Bid Tabulation Summary Sheet , 9. cost-proposal-summary			

History (0)	Agenda Cover
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TITLE

Title

CONTRACTS FOR COUNTY VEHICLE MAINTENANCE AND REPAIR

end

SPONSOR

Sponsor

Raymond Lowe

end

BACKGROUND

Background

Bid event 20160 was released to solicit bids to establish fixed unit pricing for basic vehicle and repair services for various Guilford County departments. The scope of work included in this bid event covers Preventative Maintenance Services, Automotive System Diagnosis, and Up-fitting Services. Preventative Maintenance Services includes things such as fluid/filter changes, tire repair, tire rotation, and brake pad replacement. Automotive System Diagnosis includes things such as lighting and electrical systems, fuel systems, cooling systems, and drive trains. Up-fitting Services includes things such as emergency lighting, sirens, prisoner/canine containment systems, and two-way radio systems.

This bid event represents a collaboration between Fleet Operations, Law Enforcement, Emergency Services, Risk Management, and Transportation and impacts our ability to access timely, affordable, and predictable vehicle maintenance and repair services for approximately 900 fleet assets across these departments.

The initial term of each contract period is three (3) years to begin on December 1, 2023 and end November 30, 2026, with two (2) additional one-year renewal options. The recommended automotive service providers and annual respective not-to-exceed amounts are as follows:

	Vendor	Year One	Year Two	Year Three	Total
1	Brooks Network Services, LLC	\$ 260,000	\$ 340,000	\$ 350,000	\$950,000
2	Casey's Tire and Automotive, Inc.	\$ 150,000	\$ 175,000	\$ 195,000	\$520,000
3	CI Fleet Solutions, Inc.	\$ 165,000	\$ 200,000	\$ 225,000	\$590,000
4	Greensboro Auto Center, Inc.	\$ 25,000	\$ 50,000	\$ 75,000	\$150,000
5	Hudson Autoworks, LLC	\$ 250,000	\$ 250,000	\$ 275,000	\$775,000
6	J.P. Thomas & Co., Inc.	\$ 500,000	\$ 525,000	\$ 550,000	\$1,575,000
	Fiscal Year Totals	\$1,350,000	\$1,540,000	\$1,670,000	\$4,560,000

Due to the multi-departmental operational use of these agreements, and the contract term crossing over fiscal years, pre-audited, encumbered purchase orders will be issued, as needed, for these vehicle repairs. The total award amount is \$4,560,000 for an initial three (3) year contract period for six (6) multiple award contracts.

The FY24 amount for this contract will be approximately \$787,500 for seven months of the contract falling within this current fiscal year and approximately \$562,500 for the five months falling within FY25. Included in the FY24 Adopted Budget for vehicle maintenance and repair is approximately \$2.4 million across Law Enforcement, Transportation, Fleet Operations, Risk Management, and EMS/Fire. As of November 16, approximately \$1.3 million of that funding is still available.

As of December 13, 2023 J.P. Thomas & Co. is now a NC HUB certified WBE which brings total M/WBE participation across all six of these proposed contracts to 34.54%. An updated M/WBE review letter has been attached to this agenda item to reflect this update.

The FY23 Adopted Budget included \$2.2 million across these same departments/divisions for vehicle maintenance and repair with mid-year budget amendments (for adjustments like rollovers of open contracts at the end of the prior year and mid-year transfers between accounts to properly account for equipment upfit costs for new vehicles separate from the purchase prices) from the prior year for increasing that amount to \$3.3 million. Of that amended amount in FY23, \$2.9 million was spent. The FY22 Adopted Budget included \$2.1 million with mid-year budget amendments increasing that amount to \$3.1 million. Of that amended amount in FY22, \$2 million was spent.

Three vendors recommended for award were previously under contract for these services with the County. Those include Casey's Tire and Automotive, CI Fleet Solutions, and J.P. Thomas &

Co. Casey's Tire and Automotive's previous three-year contract with the County totaled \$600,000, CI Fleet Solutions previous three-year contract with the County totaled \$600,000, and J.P. Thomas & Co. previous three-year contract with the County totaled \$750,000. All of those contracts included two optional one-year renewals which were exercised. Those contracts were approved in 2018 and carried through 2023. The proposed increase in the total contract with J.P. Thomas & Co. for this new agreement more accurately reflects the volume of vehicle maintenance and repair work completed at both the High Point and Greensboro locations as well as an approximate 5% general annual inflation for vehicle maintenance and repair which is under the actual 8% inflation reported for vehicle maintenance and repair by the Bureau of Labor Statistics.

end

BUDGET IMPACT

Budget Impact

NO ADDITIONAL COUNTY FUNDS REQUIRED

end

REQUESTED ACTION

Requested Action

Approve six (6) not-to-exceed contracts, in substantial form, for basic vehicle maintenance and repair services for Guilford County departments. The cost for the initial three (3) year contract term is not to exceed \$4,560,000. Each renewal option is not expected to exceed \$1,670,000 annually, with the total cost for the potential five (5) year contract term (initial three-year contract and two (2) additional one-year renewal options) not expected to exceed \$7,290,000.

end