

CITY COUNCIL ACTION REQUEST

Department(s) Finance	CEQA Not a Project, File No. PP17-003,	Coordination City Attorney's Office; City Manager's Budget Office; Public Works Department	Dept. Approval /s/ Drew Corbett
Council District(s) Citywide	Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.		CMO Approval  12/3/24

SUBJECT: Actions Related to the Purchase Orders with T & J Lewis, Inc., Ryland Custom Welding, Inc., and Western Truck Fabrication, Inc. for Automotive, Truck, and Equipment Fabrication

RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to exercise up to six one-year options to extend the term of the purchase orders with T & J Lewis, Inc. (Newark, CA), Ryland Custom Welding, Inc. (San José, CA), and Western Truck Fabrication, Inc. (Hayward, CA) for automotive, truck, and equipment fabrication, with the last option ending on or about December 18, 2030, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION

The Fleet Management Division, Public Works Department is responsible for the fueling, preventive maintenance, repair, acquisition, and disposal of vehicles and equipment Citywide. Outside service providers are utilized for the modification and repair of automobiles, trucks, and equipment. These service providers assist the Fleet Management Division with installation and repair services for items, including generators, air compressors, lift gates, toolboxes, utility bodies, safety steps, and grab handles. These services are critical for the City's vehicle fleet and are essential to help minimize downtime of equipment that serves various parts of the community.

In August 2023, a competitive Request for Quotes was facilitated by the Finance Department to procure these services. The Request for Quotes provisioned for a one-year initial term and an additional six one-year options for the City to extend the term. Three responsive bids were submitted and no protests were received. Ryland Custom Welding, Inc. qualified for the City's local and small business preference. Staff awarded to T & J Lewis, Inc., Ryland Custom Welding, Inc., and Western Truck Fabrication, Inc. pursuant to the bidding procedures of the San José Municipal Code, Section 4.12. 310.B(2). The option period for December 19, 2024 to December 18, 2025 is projected to be in the amount of \$1,000,000, and future options will be subject to appropriation of funds. Approval of this recommendation ensures the City continues to receive these essential services with minimal impact to operations.

COMMISSION RECOMMENDATION AND INPUT

There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE

The recommended extension of these purchase orders will be funded on an as-needed basis for departments Citywide and is subject to the appropriation of funds. These purchase orders are managed by the Public Works Department's Fleet Management Division.

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance - Purchasing and Risk Management, at Albie.Udom@sanjoseca.gov.