


**CITY COUNCIL ACTION REQUEST**

<b>Department(s):</b> Finance	<b>CEQA:</b> Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.	<b>Coordination:</b> City Attorney's Office; City Manager's Budget Office; Public Works	<b>Dept. Approval:</b> /s/ Maria Öberg
<b>Council District(s):</b> Citywide			<b>CMO Approval:</b>  1/8/25

**SUBJECT: Actions Related to the Purchase Order with Hi-Tech Emergency Vehicle Service, Inc. for Fire Apparatus Repairs, Preventative Maintenance, and Parts**

**RECOMMENDATION**

Adopt a resolution authorizing the City Manager or her designee to:

- (a) Amend purchase order OP 65674 with Hi-Tech Emergency Vehicle Service, Inc. (Oakdale, CA), for fire apparatus repairs, preventive maintenance, and parts to increase the total compensation by \$1,650,000, for a maximum compensation not-to-exceed \$2,000,000 for the period ending October 14, 2025; and
- (b) Exercise up to six one-year options to extend the term of the purchase order with the last option ending on or about October 14, 2031, subject to the appropriation of funds.

**BASIS FOR RECOMMENDATION**

The Fleet Management Division, Department of Public Works (Fleet) is responsible for overseeing the citywide maintenance and repair of the City's fire apparatuses. Fleet utilizes outside service providers to deliver specialized repair and maintenance services for various pieces of Fire Department equipment. Utilizing this outside service provider allows the City to minimize department operational impacts and mitigates equipment downtime. Fleet strategically coordinates large, time-consuming maintenance jobs to utilize limited staffing resources effectively and avoid delays in service delivery. These maintenance and repair services are essential for safety and to preserve City Fleet assets.

In July 2024, a competitive Request for Bids was facilitated by the Finance Department to procure these services. The Request for Bids provisioned for a one-year initial term and an additional six one-year options for the City to extend the term. One responsive bid was submitted, and no protests were received. The sole bidder did not qualify for the City's local or small business preference. Staff awarded to Hi-Tech Emergency Vehicle Service, Inc. as the sole responsive and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(1) under the City Manager's authority. Fleet now requires additional funding to meet ongoing service needs for the remainder of the term. Approval of this recommendation ensures the City continues to receive these essential services with minimal impact to operations.

**COMMISSION RECOMMENDATION AND INPUT**

No commission recommendation or input is associated with this action.

**COST AND FUNDING SOURCE**

The recommended amendment relating to this purchase order of \$1,650,000 is funded by the Public Works Non-Personal/Equipment appropriation in the Vehicle Maintenance and Operations Fund.

**FOR QUESTIONS CONTACT:** Albie Udom, Deputy Director of Finance - Purchasing and Risk Management, at [Albie.Udom@sanjoseca.gov](mailto:Albie.Udom@sanjoseca.gov).