


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/ Contracts (New or Amended) resulting in no physical changes to the environment	Coordination: Department of Public Works, City Attorney and City Manager’s Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  06/17/22

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDERS FOR COLLISION REPAIR AND BODY SHOP SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1. Execute purchase orders with T&J Lewis, Inc. (Newark, CA), Fleet Bodyworx, Inc. (Gilroy, CA), and Pan American Body Shop, Inc. (San José, CA) for collision repair and body shop services for an initial twelve-month period, starting on or about June 30, 2021 and ending on or about June 29, 2022 for a total cumulative compensation not-to-exceed amount of \$3,600,000; and
2. Exercise up to four one-year options to extend the term of the purchase orders through on or about June 29, 2026, subject to the annual appropriation of funds.

Desired Outcome: To ensure City-owned vehicles and specialized equipment are repaired and functioning in optimal condition.

BASIS FOR RECOMMENDATION:

The Fleet Management Division of the Department of Public Works is responsible for overseeing the collision repair and body shop services of over 2,700 City owned vehicles and specialized equipment, which include police vehicles, fire apparatuses, off-road equipment, and amusement park rides. These services are utilized by multiple City departments and are in high demand. It is critical to ensure City-owned vehicles and specialized equipment are repaired and functioning in optimal condition.

A competitive Request for Bid (RFB) was facilitated by the Finance Department to procure these services. Six (6) bids were submitted and no protests were received. Three bidders requested the City’s local and small business preference; one bidder did not qualify for either preference. Of the remaining two, one qualified for local and small and the other for local only. The business preference did not impact the award recommendation. Staff recommends award to T&J Lewis, Inc., Fleet BodyWorx, Inc., and Pan American Body Shop, Inc. as the lowest responsive and responsible bidders pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B.

Climate Smart San José: No proposed changes to service delivery, programs or staffing that has significant community/resource impacts, including any negative impact on Climate Smart San José energy, water, and mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

Office of Equality Assurance City of San José Prevailing Wage is applicable under this purchase order.

This Council item is consistent with the City’s 2020-2021 Adopted Operating Budget City Areas Delivery Framework: “To provide the community with safe, secure, and efficient surface and air transportation systems that support San José’s livability and economic vitality.”

COST AND FUNDING SOURCE:

Services provided under this purchase order are managed by the Public Works Facilities Management Division on behalf of various City departments. Project scope, cost, and funding source(s) will vary. Public Works will be responsible for paying contractors and charging department(s) directly for all work performed under contract.

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director of Finance at Jennifer.Cheng@sanjoseca.gov.