



FILED
OFFICE OF THE CITY CLERK
OAKLAND

2017 JUN 29 PM 12: 50

AGENDA REPORT

TO: Sabrina B. Landreth
City Administrator

FROM: Katano Kasaine
Director of Finance

SUBJECT: Contract Collision Repair and Body
Shop Services

DATE: June 12, 2017

City Administrator Approval

Date:

6/28/17

RECOMMENDATION

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Award A Contract To Falcon Collision Repair, Incorporated, The Lowest Responsive And Responsible Bidder, A Non-Local Business Enterprise, In An Amount Not To Exceed Six Hundred Thousand Dollars (\$600,000.00) Per Year To Provide Collision Repair And Body Shop Services For A Three (3) Year Term, August 1, 2017 To July 31, 2020, And Authorize Two (2) Additional One (1) Year Agreement Extensions For An Amount Of Six Hundred Thousand Dollars (\$600,000.00) Per Year For A Total Not To Exceed Contract Amount Of Three Million Dollars (\$3,000,000.00) For A Term Of Five (5) Years Without Returning To Council In Accordance With Specification No. 17-928-00-1/RFQ 18375 And Specification No. 17-928-00-2/RFQ 22375.

EXECUTIVE SUMMARY

Staff recommends that the City Council adopt a resolution authorizing the City Administrator to award a contract to Falcon Collision Repair, Incorporated, in an amount not to exceed \$600,000.00 per year for a three (3) year term, August 1, 2017 to July 31, 2020, and authorize two (2) additional one (1) year agreement extensions for an amount of \$600,000.00 per year for a total not to exceed contract amount of \$3,000,000.00 for a term of five (5) years.

This contract with Falcon Collision Repair, Incorporated will provide collision repair and body shop services for the City's damaged light, medium and heavy duty equipment vehicle fleet. The City's auto body shop is unable to complete these types of repairs and body shop services due to facility size limitations, the required specialized equipment and components necessary for specific jobs, and/or lack of personnel resources with specific expertise consistent with various repair requirements.

Item: _____
Finance and Management Committee
July 11, 2017

Fleet accident management and preventive maintenance are both just as important as driver safety programs. If equipment and/or vehicles become unsafe due to a lack of collision repair or maintenance, the Fleet Manager can be held liable for negligent entrustment. As defined, liability is premised upon providing an employee with a dangerous tool or instrument, such as a vehicle, while knowing, or having reason to know, that use of the equipment or vehicle creates unreasonable risk or harm to the operator or others. Simply stated, the equipment and/or vehicle must be safe to operate.

OPW's Bureau of Infrastructure and Operations Equipment Services Division will utilize this contract to complete work on damaged vehicles and equipment to ensure their operational safety for the City's staff and public.

ANALYSIS AND POLICY ALTERNATIVES

Staff recommends that the City Council adopt a resolution authorizing the City Administrator to award a contract to Falcon Collision Repair, Incorporated, the lowest responsive and responsible bidder, a non-local business enterprise for Collision Repair and Body Shop Services.

On February 21, 2017 two specifications (No. 17-928-00/RFQ and No. 17-928-00/RFQ) for collision repair and body shop services were sent to thirty-two (32) local business enterprises and twenty-eight (28) non-local business enterprises, posted on the City's web page and advertised in the City's official newspaper. On March 10, 2017, staff conducted a pre-bid meeting and there were no attendees. On March 20, 2017 both specifications closed, and the City received no bids. This prompted additional outreach to current and new potential vendors that included sources utilizing the internet, phone calls and email to gain interest.

On March 22, 2017 Specification No. 17-928-00-1/RFQ 18375 and Specification No. 17-928-00-2/RFQ 22375 to provide Collision Repair and Body Shop Services were opened for second round of bidding. In addition to the original bid list, an additional twelve (12) local business enterprises and four (4) non-local business enterprises were added to the list.

On April 3, 2017, the City Clerk received and opened three (3) bids for Specification No. 17-928-00-1/RFQ 18375 Light Equipment Collision Repair and Body Services and three (3) bids for No. 17-928-00-2/RFQ 22375 to provide Medium and Heavy Equipment Collision Repair and Body Shop Services. The bid submitted by Quality Auto Service, Incorporated did not meet the minimum specifications and was deemed non-responsive. The bid submitted by 880 Auto Body Shop, Incorporated did not meet the minimum specifications and was also deemed non-responsive. Falcon Collision Repair, Incorporated submitted a bid that was evaluated and deemed the lowest responsive and responsible bidder.

FISCAL IMPACT

All proposed contract expenditure allocations shall be expensed to the Oakland Public Works Bureau of Infrastructure and Operations Equipment Services Fund, Equipment Services Administration System Organization, Repair and Maintenance: Motor Vehicles, contingent upon the availability of funding. Funding for FY 2017-19 is included in the FY 2017-19 Proposed Policy Budget.

**Proposed Contract Purchase Agreement
For Collision Repairs and Body Shop Services**

Project Year	Cumulative Contract Amount
2016-17	\$600,000.00
2017-18	\$600,000.00
2018-19	\$600,000.00
2019-20*	\$600,000.00
2020-21*	\$600,000.00
Grand Total:	\$3,000,000.00

*Optional Extensions

PUBLIC OUTREACH / INTEREST

This item does not require any further public outreach other than the required posting on the City's website.

COORDINATION

The Controller's Bureau, Purchasing Section worked with OPW's Bureau of Infrastructure and Operations Equipment Services Division, the City's Budget Office, and the City Attorney's Office in preparation of this report.

SUSTAINABLE OPPORTUNITIES

Economic: Collision repair and related maintenance of the City's fleet and equipment ensures the long-term efficiency and extended life-cycle of these items, while simultaneously reducing financial impacts in comparison to full replacement costs.

Environmental: There is no environmental impact concerns associated with this report.

Social Equity: Continually maintaining operational efficiencies for City of Oakland vehicles, inclusive of public safety vehicles, will aid towards ensuring that Oakland's neighborhoods are places where the citizenry can thrive in safe and healthy environments.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council adopt a resolution authorizing the City Administrator to award a contract to Falcon Collision Repair, Incorporated, the lowest responsive and responsible bidder, a non-local business enterprise, in an amount not to exceed six hundred thousand dollars (\$600,000.00) per year to provide Collision Repair and Body Shop Services for a three (3) year term, August 1, 2017 to July 31, 2020, and authorize two (2) additional one (1) year agreement extensions for an amount of six hundred thousand dollars (\$600,000.00) per year for a total not to exceed contract amount of three million dollars (\$3,000,000.00) for a term of five (5) years without returning to Council in accordance to its bid filed with the City Clerk April 3, 2017 in response to Specification No. 17-928-00-1/RFQ 18375 and Specification No. 17-928-00-2/RFQ 22375.

Staff recommends that the City Council reject all other bids received in response to Specification No. 17-928-00-1/RFQ 18375 and Specification No. 17-928-00-2/RFQ 22375.

For questions regarding this report, please contact Fred Haliburton, Purchasing Supervisor, at 510-238-6464.

Respectfully submitted,



KATANO KASAINÉ
Director of Finance, Finance Department

Reviewed by:
Kirsten LaCasse, Controller,
Finance Department

Prepared by:
Fred Haliburton, Purchasing Supervisor
Purchasing Section

Attachments (#):

- Attachment A: Award Recommendation Statement
- Attachment B: Bid Recap
- Attachment C: Bid Recap

Item: _____
Finance and Management Committee
July 11, 2017



**CITY OF OAKLAND
PURCHASING SECTION
AWARD RECOMMENDATION STATEMENT**

WALTER SILVA		PURCHASING/ACQUISITION/CONTRACT: Collision Repair and Body Shop Services	
COUNCIL AGENDA DATE: July 11, 2017	SPECIFICATION/PROJECT NO.: 17-928-00-1/RFQ 18375 Light Equipment Collision Repair and Body Shop Services	FUNDING SOURCE: Oakland Public Works Bureau of Infrastructure and Operations Equipment Services Division Fund (4100) Equipment Services Administration System Organization (30541), Repair and Maintenance: Motor Vehicles (54613)	BID OPENING DATE: April 3, 2017
	PREVIOUS LEGISLATION:		
	CONTRACT PERIOD: August 1, 2017 to July 31, 2020 with two one-year extensions		
PURPOSE STATEMENT: To provide the City of Oakland Collision Repair And Body Shop Services as requested by the Oakland Public Works Bureau of Infrastructure and Operations Equipment Services Division.			
ITEM NO./DESCRIPTION		PREVIOUS CONTRACT AMOUNT	ANNUAL ESTIMATED COST
Collision Repair and Body Shop Services		\$570,000.00	\$545,000.00
PERCENT DIFFERENCE -4.386%			
COMMENTARY: The recommended vendor Falcon Collision Repair, Incorporated, a non-local vendor business enterprise. There are no additional costs to the City.			
RANGE OF BIDS RECEIVED			
TOTAL BIDS RECEIVED/DOLLAR RANGE 2 Total Bids Received / Dollar Range \$545,000.00 to \$573,100.00		BIDS WHICH MEET SPECIFICATION/DOLLAR RANGE 1 Bid / \$545,000.00	
LOW BIDS NOT MEETING SPECIFICATION			
VENDOR/CONTRACTOR Quality Auto Service, Incorporated 1200 East 12 th Street Oakland, CA 94606	REASON Did not meet the minimum specifications.	RECOMMENDATION ON REJECTIONS Staff recommends to reject bid as bid was deemed non-responsive due to not meeting the minimum specifications.	
880 Auto body Shop, Incorporated 4401 East 12th Street Oakland, CA 94601	Did not meet the minimum specifications.	Staff recommends to reject bid as bid was deemed non-responsive due to not meeting the minimum specifications.	
AWARD RECOMMENDED			
VENDOR NAME/ADDRESS Falcon Collision Repair, Incorporated 2700 10 th Street Berkeley, CA 94710	DESCRIPTION Collision Repair And Body Shop Services	ESTIMATED ANNUAL AMOUNT \$545,000.00	

SUBMITTED BY

APPROVED AND FORWARDED TO COUNCIL

DEPARTMENT HEAD

OFFICE OF THE CITY ADMINISTRATOR

Attachment A

BID CALL	TOTAL	LOWEST BID BY CATEGORY	
		LOCAL BUSINESS	NON-LOCAL
ASK	76	44	32
NO RESPONSE	73	42	31
BIDS RECEIVED	3	2	1
AWARDS RECOMMENDED	1	0	1-\$545,000.00

VENDOR INFORMATION		BIDDER # 1	
Vendor Name		Falcon Collision Repair, Inc.	
Vendor Address		2700 10th Street	
Vendor Address		Berkeley CA, 94710	
Contact Person		Taylor Dominguez	
Telephone		510-705-1904	
Small local vendor	?	no	
Oakland vendor	?	no	

PURCHASE DESCRIPTION				
item #	item	quant	unit cost	total
1	Hourly Body Labor Rate	200	\$ 85.00	\$ 17,000.00
2	Hourly Paint Labor Rate	200	\$ 85.00	\$ 17,000.00
3	Hourly Frame & Structural Repair Rate	200	\$ 85.00	\$ 17,000.00
4	Contractor shall provide repair/replacement parts _____% OFF Manufacturer's published price	100000	\$ 1.00	\$ 100,000.00
5	Contractor shall provide all paint materials at Cost + (%)	100000	\$ 1.00	\$ 100,000.00

CALCULATIONS		
	SUBTOTAL	\$251,000.00
	9.25% SALES TAX	\$ 18,500.00
	SMALL LOCAL VENDOR	\$ -
	OAKLAND VENDOR	\$ -
	EVALUATION TOTAL	<u>\$269,500.00</u>
	GRAND TOTAL FOR PURCHASE	\$269,500.00

VENDOR INFORMATION		BIDDER # 1	
Vendor Name		Falcon Collision Repair, Inc.	
Vendor Address		2700 10th Street	
Vendor Address		Berkeley CA, 94710	
Contact Person		Taylor Dominguez	
Telephone		510-705-1904	
Small local vendor	?	no	
Oakland vendor	?	no	

PURCHASE DESCRIPTION				
item #	item	quant	unit cost	total
1	Hourly Body Labor Rate	200	\$ 95.00	\$ 19,000.00
2	Hourly Paint Labor Rate	200	\$ 95.00	\$ 19,000.00
3	Hourly Frame & Structural Repair Rate	200	\$ 95.00	\$ 19,000.00
4	Contractor shall provide repair/replacement parts _____% OFF Manufacturer's published price	100000	\$ 1.00	\$ 100,000.00
5	Contractor shall provide all paint materials at Cost + (%)	100000	\$ 1.00	\$ 100,000.00

CALCULATIONS	
SUBTOTAL	\$257,000.00
9.25% SALES TAX	\$ 18,500.00
SMALL LOCAL VENDOR	\$ -
OAKLAND VENDOR	\$ -
EVALUATION TOTAL	<u>\$275,500.00</u>
GRAND TOTAL FOR PURCHASE	\$275,500.00

DRAFT

City Attorney

OAKLAND CITY COUNCILFILED
OFFICE OF THE CITY CLERK
OAKLAND**RESOLUTION No. _____ C.M.S.**

2017 JUN 29 PM 12:50

Introduced by Councilmember _____

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO AWARD A CONTRACT TO FALCON COLLISION REPAIR, INCORPORATED, THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, TO PROVIDE COLLISION REPAIR AND BODY SHOP SERVICES IN AN AMOUNT NOT TO EXCEED SIX HUNDRED THOUSAND DOLLARS (\$600,000.00) PER YEAR FOR A THREE (3) YEAR TERM, AUGUST 1, 2017 TO JULY 31, 2020, AND AUTHORIZE TWO (2) ADDITIONAL ONE (1) YEAR AGREEMENT EXTENSIONS FOR AN AMOUNT OF SIX HUNDRED THOUSAND DOLLARS (\$600,000.00) PER YEAR FOR A TOTAL NOT TO EXCEED CONTRACT AMOUNT OF THREE MILLION DOLLARS (\$3,000,000.00) FOR A TERM OF FIVE (5) YEARS WITHOUT RETURNING TO COUNCIL IN ACCORDANCE WITH SPECIFICATION NO. 17-928-00-1/RFQ 18375 AND SPECIFICATION NO. 17-928-00-2/RFQ 22375.

WHEREAS, the Oakland Public Works Bureau of Infrastructure and Operations Equipment Services Division occasionally requires the services of an outside company to complete work on damaged vehicles and equipment in a timely manner; and

WHEREAS, on February 21, 2017 in accordance with Oakland Municipal Code (OMC) 2.04.050 the City issued and advertised specification no. 17-928-00-1/ RFQ 18375 and specification no. 17-928-00-2/RFQ 22375 to provide collision repair and body shop services to fulfill the necessity of these type of repair services; and

WHEREAS, on April 3, 2017 the City Clerk received and opened bids in response to specification no. 17-928-00-1/ RFQ 18375 and specification no. 17-928-00-2/RFQ 22375; and

WHEREAS, the bids submitted by Falcon Collision Repair, Incorporated was evaluated and deemed the lowest responsive and responsible bidder and meets all the requirements contained in specification no. 17-928-00-1/RFQ 18375 Light Equipment Collision Repair and Body Services and specification no. 17-928-00-2/RFQ 22375 to provide Medium and Heavy Equipment Collision Repair and Body Shop Services; and

WHEREAS, all proposed contract expenditure allocations shall be expensed to the Oakland Public Works Bureau of Infrastructure and Operations, Equipment Services Fund, Equipment Services Administration System Organization, Repair and Maintenance: Motor Vehicles; now, therefore be it.

RESOLVED, the City Administrator is hereby authorized to award a contract to Falcon Collision Repair, Incorporated, the lowest responsive and responsible bidder, in an amount not to exceed six hundred thousand dollars (\$600,000.00) per year for a three (3) year term, August 1, 2017 to July 31, 2020, for a total not to exceed contract amount of one million eight hundred thousand dollars (\$1,800,000.00); and

FURTHER RESOLVED, the City Administrator may elect to extend all or part of this contract for an additional two-year period, one year at a time, with terms and conditions remaining the same in an amount not to exceed six hundred thousand dollars, (\$600,000.00) per year for a total not to exceed contract amount of three million dollars (\$3,000,000.00) for a term of five (5) years. The contractor will have the right to accept or reject any proposed contract extension; and

FURTHER RESOLVED, that the City Council hereby rejects all other bids submitted in response to Specification No. 17-928-00-1/RFQ 18375 Light Equipment Collision Repair and Body Services and Specification No. 17-928-00-2/RFQ 22375 to provide Medium and Heavy Equipment Collision Repair and Body Shop Services; and be it

FURTHER RESOLVED, that the contract shall be approved for form and legality by the City Attorney and copies shall be on file in the City Clerk's Office.

IN COUNCIL, OAKLAND, CALIFORNIA, _____

PASSED BY THE FOLLOWING VOTE:

AYES - BROOKS, CAMPBELL WASHINGTON, GALLO, GIBSON MCELHANEY, GUILLEN, KALB, KAPLAN,
AND PRESIDENT REID

NOES -

ABSENT -

ABSTENTION -

ATTEST: _____

LaTonda Simmons
City Clerk and Clerk of the Council
of the City of Oakland, California