



Midpeninsula Regional
Open Space District

R-15-153
Meeting 15-27
October 28, 2015

AGENDA ITEM 3

AGENDA ITEM

Authorize the General Manager to Enter into Two Agreements to Provide Vehicle Maintenance and Repair Services

GENERAL MANAGER'S RECOMMENDATIONS

A handwritten signature in black ink, appearing to be "G.M.", is written over the end of the section header.

1. Authorize the General Manager to execute an agreement with CMK Automotive Inc. (CMK) for maintenance and repair service for the District fleet for a not to exceed amount of \$50,000 for Fiscal Year 2015-16.
2. Authorize the General Manager to execute an agreement with Sol's Mobile Service (SMS) for maintenance and repair service for the District fleet for a not to exceed amount of \$50,000 for Fiscal Year 2015-16.
3. Authorize the General Manager to extend either one or both of these agreements for three consecutive one year extensions under the same terms and conditions upon agreement of any price changes with written confirmation of both parties; any increase shall not exceed more than 2% per year.

SUMMARY

The District utilizes local automobile repair shops and a mobile mechanic for the routine maintenance and repair of the District's fleet of 67 vehicles. Based on the previous fiscal year's automotive repair expenses of approximately \$100,000, staff anticipates spending more than \$25,000 with one or more repair shops annually with the fleet at its current size.

DISCUSSION

In accordance with the Board's Policy 3.03 "Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy," District staff prepared and solicited Request for Quotes (RFQs) for maintenance and repair of the District's fleet of vehicles. Because vehicles are assigned to specific geographic areas, the District has, in the past, awarded more than one vendor contract to increase efficiency of servicing vehicles.

RFQs were mailed to three potential vendors, including two that currently provide maintenance and repair services. Additionally the RFQs were posted on the District's web site and advertisements were placed in the San Jose Mercury and San Mateo Times classifieds. The only responses received to our RFQs were from our two current vendors.

Both RFQs received were evaluated on the hourly shop rate, costs of specific maintenance services, and location in relationship to District offices. The hourly shop labor rate and costs for

services varied, but staff research comparing the labor prices for ten other mechanics confirmed the recommended providers are lower than others within the current market place.

The location of the repair shops in proximity to District offices is a very important factor to reduce costs of staff time transporting vehicles in for service and repair. Staff's past experience with CMK, and its strategic location to both Foothills and the Administrative office, has shown this vendor can provide quality service in a timely manner and at competitive costs.

Additionally utilizing a mobile mechanic for maintenance and repair of vehicles at the Skyline office has significant costs savings in staff time transporting vehicles for service due to their remote location. This vendor also completes all of the District's commercial vehicle inspections and repairs at Skyline and Foothills offices. Staff's past experience with SMS has shown this vendor can provide quality service in a timely manner and at competitive prices.

FISCAL IMPACT

The cost of maintenance and repair of District vehicles through this agreement with CMK and SMS is not anticipated to exceed \$50,000 per vendor and has been included in FY2015-16 budget.

BOARD COMMITTEE REVIEW

This item was not reviewed by Committee.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act.

CEQA COMPLIANCE

No environmental review is required as the recommended action is not a project under the California Environmental Quality Act (CEQA).

NEXT STEPS

If approved by the Board, staff will prepare and enter into an agreements with CMK and SMS for maintenance and repair of District vehicles for FY2015-16, with an option for three additional one year extensions.

Attachments

1. Price Quote Proposal CMK
2. Price Quote Proposal Sol's Mobile Service
3. Vehicle Standard Service Form

Responsible Department Head:
Michael Newburn, Operations Manager, Operations

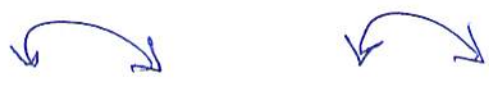
Prepared by:
Michael Jurich, Support Services Supervisor, Operations

-SAMPLE-

E. Price Quote Proposals (RFQ)

Vehicle maintenance and repair service pricing shall include all costs for the services described. All overhead costs, including but not limited to shop supplies, hazardous materials, and disposal fees shall be included in the labor rate. Prices shall remain in effect for the term of the contract.

Labor Rate / Hour		80.	
Preventative Maintenance 5,000 Mile Service: To include inspection of checklist items #1 – 27 (section II)			
¾ or 1 ton 4x4 Truck / Sports Utility Vehicle	Labor Hours		.34
	Labor Cost		27.50
	Parts Cost		50.59
	Total Cost		84.09
Mid Size Commercial Vehicle i.e. Ford F350 4x4 Truck (Durango)	Labor Hours		.34
	Labor Cost		27.50
	Parts Cost		42.14
	Total Cost		69.64
Preventative Maintenance 30,000 Mile Service: To include inspection of checklist items #1 – 36 (section II)			
¾ or 1 ton 4x4 Truck / Sports Utility Vehicle	Labor Hours		2.0
	Labor Cost		160.-
	Parts Cost		222.-
	Total Cost		382.-
Mid Size Commercial Vehicle i.e. Ford F350 4x4 Truck	Labor Hours		3.0
	Labor Cost		240.-
	Parts Cost		199.-
	Total Cost		439.-
All Other Work as Requested			
	Labor Hours		80/HR
	Labor Cost		
	Parts Cost		
	Total Cost		



MROSD

5000 MILE SERVICE

2012 FORD F-350 GAS ENG.

LABOR \$85.00/HR

PARTS -7 qts. of 5w20 motorcraft blend @ \$6.98/qt. = \$48.86

-oilfilter #fl820s @ \$5.98

-shop supplies (towels, brake cleaner) @ \$2.50

HAZMAT FEE \$3.00

Tire Rotation \$ 24.95

PERFORM OIL AND LUBE, REPLACE OILFILTER, CHECK AND TOP OFF ALL FLUIDS,
PERFORM MULTIPOINT INSPECTION.

MROSD

5000 MILE SERVICE

2012 FORD F-550 DIESEL

LABOR \$89.95

PARTS -13 qts. 10w30 diesel oil @ 6.23/qt. = \$80.99

-oil filter @ \$34.98

-shop supplies (towels, brake cleaner) @ \$5.00

HAZMAT FEE \$5.00

Tire Rotation \$ 24.95

PERFORM OIL AND LUBE, REPLACE OIL FILTER, CHECK AND TOP OFF ALL FLUIDS,
PERFORM MULTIPOINT INSPECTION.

MROSD

15,000 MILE SERVICE

2012 FORD F-350 GAS ENG.

LABOR - \$200.00

PARTS -7qts. of 5W20 motorcraft blend @ \$6.98/qt. = \$48.86

-oilfilter #fl820s @ \$5.98

-air filter @ \$28.98

-shop supplies(towels, brake cleaner) @ \$2.50

* Exhaust Gas Fluid extra cost

HAZMAT FEE \$3.00

Tire Rotation \$24.95

PERFORM OIL AND LUBE, REPLACE OIL FILTER, AIR FILTER, CHECK AND TOP OFF ALL FLUIDS,
PERFORM MULTIPOINT INSPECTION.

MROSD

15,000 MILE SERVICE

2012 FORD F-550 DIESEL

LABOR - \$245.00

PARTS -13qts. of 10w30 diesel eng. Oil @ \$6.23/qt. = \$80.99

-oilfilter @ \$34.98

-airfilter @ \$34.10 primary

-airfilter @ \$65.68 secondary

-fuel filter kit @ \$82.20

-shop supplies (towels, brake cleaner) @ \$5.00

2012 FORD F-550 DIESEL (cont.)

Tire Rotation \$124.95

HAZMAT FEE \$5.00

PERFORM OIL AND LUBE, REPLACE OIL FILTER, AIR FILTERS, FUEL FILTERS, CHECK AND TOP OFF ALL FLUIDS, PERFORM MULTIPOINT INSPECTION.

MROSD

30,000 MILE SERVICE

2012 FORD F-350 GAS ENGINE

MENU PRICE - \$240.00

PARTS -7qts. 5w20 motorcraft blend @ 6.98/qt. = \$48.86

-1 oil filter #fl820s @ \$5.98

-1 air filter @ \$28.98

-shop supplies (towels, brake cleaner) @ \$2.50

HAZMAT FEE \$3.00

**PERFORM OIL AND LUBE, REPLACE OIL AND AIR FILTERS, CHECK AND TOP OFF ALL FLUIDS,
CHECK BRAKES, PERFORM MULTIPOINT INSPECTION.**

- **TIRE ROTATION FOR REAR SINGLE WHEEL IS EXTRA @ \$24.95.**
- **OIL AND FILTER PRICES MAY VARY W/ FLUCTUATIONS IN MARKET VALUE.**

MROSD

30,000 MILE SERVICE

2012 FORD F-550 DIESEL

MENU PRICE \$345.00

PARTS

- 13qts. 10w30 motorcraft diesel blend engine oil @ \$6.23/qt. = \$80.99**
- 1 oil filter @ \$34.98**
- 1 primary air filter @ \$34.10**
- 1 secondary air filter @ \$35.68**
- 1 fuel filter @ \$82.20**
- 1 fuel additive @ \$12.49**
- 1 coolant additive @ \$25.20**
- shop supplies (towels, brake cleaner) @ \$5.00**

HAZMAT FEE \$5.00

PERFORM OIL AND LUBE, REPLACE OIL FILTER, AIR FILTERS, FUEL FILTERS, ADD ADDITIVES, ROTATE TIRES, CHECK BRAKES, PERFORM MULTIPOINT INSPECTION.

- OIL AND FILTER PRICES MAY VARY W/ FLUCTUATIONS IN MARKET VALUE.**

MROSD

TIRE ROTATION: \$24.95

5000 MILE SERVICE: \$85.00

FUEL SURCHARGE: \$85.00

BIT Inspections: \$ 95.00



Midpeninsula Regional Open Space District

Standard Service Every 5,000 Miles or 6 Months

(Vehicles under warranty should be serviced at intervals recommended in the owner's manual)

Truck #: _____

Date: _____

Mileage: _____

Work Completed by: Vendor _____ Mechanic _____

1. Oil Change _____
2. Oil Filter _____
3. Lubrication _____
4. Brake Inspection _____ Percent Pad: Front _____ Rear: _____
5. Check List:
 - a. _____ Brake fluid level
 - b. _____ Transmission fluid level
 - c. _____ Power steering fluid level
 - d. _____ Radiator fluid level
 - e. _____ Battery fluid level and condition
 - f. _____ V-belt condition
 - g. _____ Radiator and heater hose condition
 - h. _____ Gas filter condition
 - i. _____ Air filter condition
 - j. _____ PCV valve condition
 - k. _____ Tire pressure: Front: _____ Rear: _____
 - l. _____ Rotate tires
 - m. _____ Front axle fluid level
 - n. _____ Transfer case fluid level
 - o. _____ Rear axle fluid level
 - p. _____ Exhaust system

Comments / Additional Problems:

Driver:

Mechanic:

