



Agenda Report

October 19, 2020

TO: Honorable Mayor and City Council
FROM: Department of Public Works
SUBJECT: **CONTRACT AWARD TO GOLDEN HANDS AUTO BODY, INC. FOR LIGHT TO MEDIUM DUTY COLLISION REPAIR SERVICES ON CITY-OWNED VEHICLES FOR AN AMOUNT NOT TO EXCEED \$875,000 FOR UP TO FIVE YEARS**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt under the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. i) Accept the bid dated September 14, 2020, submitted by Golden Hands Auto Body, Inc. (Golden Hands) for Light to Medium Duty Vehicle Collision Repair; ii) reject all other bids; and iii) authorize the City Manager to enter into a contract with Golden Hands for an amount not to exceed \$525,000 (which includes a \$15,750 contingency) over a three-year period with the option for two additional one-year extensions in the annual amount of \$175,000 (which includes a \$5,250 contingency), at the discretion of the City Manager, for a maximum total contract length of five years and a total contract amount of \$875,000.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) repairs and maintains over 1,100 City-owned vehicles and equipment. As part of this ongoing fleet management, BSFMD requires a contractor to provide as-needed automotive body repairs for City vehicles.

Through the course of performing routine job duties, City vehicles occasionally experience body or frame damage. Such damages can be the result of collisions, traffic incidents, or other random events causing damage. Such damages to the body, frame, paint, or windows of City vehicles may require body repairs to be performed by an outside vendor under the direction of BSFMD.

On August 20, a Notice Inviting Bids for Light to Medium Duty Vehicle Collision Repair was published in the paper as well as posted on PlanetBids. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 17 vendors downloaded the Specifications of which two were local. A total of three bids were received by the September 15th bid closing date of which two were from local firms.

BID RESULT:

Per the bid specifications, bidders were asked to provide an hourly labor rate charge for different types of repairs which are routinely necessary on auto body repair work orders.

Bids received by the bid closing date of September 15, 2020 are as follows:

Bidder		Bid Amount (\$)
1. Golden Hands Auto Body, Inc.	Pasadena, CA	\$ 98,088
2. Wondries Family Collision Center	Alhambra, CA	\$108,800
3. Hilton Auto Collision Center, LLC	Pasadena, CA	\$111,981

Golden Hands is headquartered in Pasadena, CA. The City has done business with Golden Hands in the past, spending an aggregate total of \$370,464 since 2013 for various automotive-related maintenance and repair services. Estimated annual need in the amount of \$175,000 is projected based on actual and anticipated amount needed to adequately address collision repair.

Because Golden Hands is the lowest responsive and responsible bidder, staff recommends that Golden Hands be awarded a three year contract term with an option for two one-year extension periods, renewable at the discretion of the City Manager.

The contract amounts will be set as follows:

	Year 1 to 3	Year 4 Optional 1 st Extension	Year 5 Optional 2 nd Extension
Base Bid	\$ 509,250	\$ 169,750	\$ 169,750
Contingency Allowance	<u>\$ 15,750</u>	<u>\$ 5,250</u>	<u>\$ 5,250</u>
	\$ 525,000	\$ 175,000	\$ 175,000
		TOTAL	<u>\$ 875,000</u>

The contingency allowance is to cover anticipated increase in services to meet vehicle repair needs on existing and projected fleet and Consumer Price Index adjustments.

COUNCIL POLICY CONSIDERATION:

This purchase supports the City Council's strategic goal to maintain fiscal responsibility and stability; and ensure public safety.

ENVIRONMENTAL IMPACT:

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment.

FISCAL IMPACT:

The cost of this contract is \$525,000 and the total cost of this action will be \$875,000. Funding will be addressed by the utilization of existing budgeted appropriations from the Fleet Maintenance & Repair Fund budget account 51122059-811400. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



ARA MALOYAN, P.E.
Director of Public Works

Prepared by:



Mark McCullough
Public Works Administrator (BSFMD)

Approved by:



STEVE MERMELL
City Manager