

AGENDA STAFF REPORT

MEETING NAME: REGULAR BOARD MEETING
MEETING

DATE(S): JUNE 17 & 21, 2021

FROM: Danny Friend – Director of Engineering and Operations

FOR: ACTION X DIRECTION ___ INFORMATION ___



PROFESSIONAL SERVICES CONTRACT AGREEMENT FOR SOUTHERN CALIFORNIA FLEET SERVICES INC.

STAFF RECOMMENDATION

Authorize the General Manager to approve a contract agreement with Southern California Fleet Services Inc. to perform maintenance and repairs for all District vehicles and equipment, for a not to exceed amount of \$100,000, for a period of one year.

SUMMARY

In early 2019, the District evaluated its fleet maintenance process. Vehicles and equipment were sent to outside vendors to have routine maintenance and repair work completed. The various repairs and maintenance activities that are outsourced to the different vendors make it increasingly more expensive and time consuming for staff to carry out coordinated activities such as repairs, vehicle maintenance, regulatory compliance, record keeping and financial tracking of the District's fleet.

ANALYSIS

The District currently operates and maintains a fleet of 78 vehicles and equipment units. Staff has evaluated the services provided by Southern California Fleet Services Inc. This contract will continue to allow the District to maintain a better fleet maintenance program, which in turn will save time and money. Fleet maintenance will be scheduled after-hours which will minimize staff waiting for vehicle maintenance during working hours. Services provided by Southern California Fleet includes full vehicle maintenance to ensure vehicles are kept in the best and safest operating condition which will minimize any unnecessary repairs or down time.

FISCAL IMPACT AND STRATEGIC PLAN IMPLEMENTATION

The approved operating budgets for vehicle/equipment maintenance/repair will cover expenditures.

ATTACHMENT(S)

Contract Agreement