



Board Agenda Item 38

DATE: October 31, 2017

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director of Internal Services/Chief Information Officer
Margaret Mims, Sheriff-Coroner

SUBJECT: Master Agreement for Vehicle Washing Services

RECOMMENDED ACTION(S):

- 1. Approve and authorize the Chairman to execute a Master Agreement for Vehicle Washing Services, effective November 1, 2017, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$600,000.**
- 2. Authorize the Director of Internal Services/Chief Information Officer or his designee to add additional contractors to this Agreement as they are identified and agree to the terms and conditions of the Master Agreement without returning to the Board of Supervisors with amendment(s), subject to the review and approval of County Counsel as to legal form and the Auditor-Controller/Treasurer-Tax Collector as to accounting form.**

Approval of the first recommended action will allow the County to acquire competitively bid vehicle washing services to help maximize the County's flexibility in maintaining the cleanliness of Fleet and Sheriff vehicles. Approval of the second recommended action will allow the Director of Internal Service/Chief Information Officer to execute amendments for the purpose of adding additional qualified contractors to the Master Agreement without modification of any terms, conditions, or agreement amounts.

ALTERNATIVE ACTION(S):

Not approving the recommended action would leave County departments without an efficient method to maintain clean fleet vehicles. Services would be provided on an as-needed basis, which could result in higher costs.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action for ISD - Fleet Services Org 8910. All costs associated with these services are recovered through charges to user County departments. Sufficient appropriations and estimated revenues are included in the Fleet Services Org 8910 FY 2017-18 Adopted Budget and will be requested in subsequent budgets subject to approval by your Board.

There is no increase in Net County Cost associated with the recommended action for Sheriff-Coroner Org 3111. Sufficient appropriations are included in the Sheriff-Coroner's Org 3111 FY 2017-18 Adopted Budget and will be requested in subsequent budgets, subject to approval by your Board.

DISCUSSION:

On July 5, 2017, Request for Statement of Qualification (RFSQ) No. 17-089 was issued to solicit a variety of qualified vendors for vehicle washing services. Services to be included were external-only washes and full-service cleaning. Optionally included were the ability to provide biological internal cleaning and mobile washing services.

The County's Purchasing Division received three bids by the deadline on July 31, 2017. Belmont Car Wash and Great American Car Wash provided bids for vehicle washing services, while DNCS Fleetwash provided a bid for mobile services. Great American Car Wash also included the ability to provide biological cleaning services. All of the vendors have priced their services comparably and provide wide geographic coverage for the County.

Approval of the recommended action will provide ISD - Fleet Services and the Sheriff-Coroner's Office the ability to maintain clean fleet vehicles and related services at a reasonable and consistent price.

The first recommended action approves and authorizes award of the Master Agreement to Belmont Car Wash, Great American Car Wash, and DNCS Fleetwash for a three-year base contract with two optional one-year extensions upon written approval of both parties for a total amount not to exceed \$600,000.

Since the County needs geographic flexibility and coverage for vehicle washing, the second recommended action delegates authority to the Director of Internal Services/Chief Information officer to be able to add additional vendors to this agreement to maximize the geographic flexibility of the agreement. Any other modifications outside the scope of adding contractors to the agreement would return to your Board for approval.

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Master Agreement

CAO ANALYST:

John Hays