



Board Agenda Item 38

DATE: September 23, 2025

TO: Board of Supervisors

SUBMITTED BY: Raymond T. Hunter, Director, General Services Department

SUBJECT: Agreement with Quinn Company

RECOMMENDED ACTION(S):

- 1. Under Administrative Policy No. 34 for competitive bids or requests for proposals (AP 34), determine that an exception to the competitive bidding requirement under AP 34 is satisfied and a suspension of competition is warranted due to unusual or extraordinary circumstances, as Quinn Company is the closest authorized Caterpillar dealer able to provide parts and repair services; and**
- 2. Approve and authorize the Chairman execute an Agreement with Quinn Company for Caterpillar Inc. original equipment manufacturer parts and repairs, effective upon execution, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$1,460,000.**

There is no additional Net County Cost associated with the recommended actions, which will allow Quinn Company (Quinn) to continue providing replacement Caterpillar Inc. (Caterpillar), original equipment manufacturer (OEM) parts and repair services to the General Services Department - Fleet Services Division (GSD-Fleet) on an as-needed basis. This item is countywide.

ALTERNATIVE ACTION(S):

Your Board may direct staff to release a competitive bid for Caterpillar OEM parts and services. In the interim, should any parts or services be required, staff would pursue a short-term Purchase Order to address operational needs, with these services likely procured through a Suspension of Competition.

SUSPENSION OF COMPETITION/SOLE SOURCE CONTRACT:

The Department's request to suspend the competitive bidding process is consistent with AP 34, for unusual or extraordinary circumstances as Quinn is the closest authorized dealer who can provide Caterpillar OEM parts, maintenance and repair services. To preserve manufacturer warranties and ensure performance of Caterpillar equipment, Caterpillar recommends the use of an authorized dealer for parts and services. Quinn is the closest authorized dealer within 60 miles, with the nearest location approximately 13 miles from GSD-Fleet's headquarters, which reduces shipping time for parts and costs incurred for towing equipment to be serviced. The GSD-Purchasing Division concurs with the Department's request to suspend the competitive bidding process.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Costs associated with

the recommended Agreement are recovered through chargebacks to user departments. Sufficient appropriations and estimated revenues are included in GSD-Fleet Org 8910 FY 2025-26 Adopted Budget and will be included in subsequent Recommended Budget requests for the duration of the term.

DISCUSSION:

On September 5, 2023, the Board approved Agreement No. A-23-475 with Quinn for OEM parts and repairs, which expired on August 14, 2025. Since the Agreement expired, GSD-Fleet has been using a short-term Purchase Order with Quinn to purchase parts and address emergency maintenance services to allow continued operation of ongoing roadwork projects. Quinn provides equipment maintenance, repairs, and OEM parts for Caterpillar equipment in the County's inventory, which is primarily used by the Public Works and Planning Department - Roads Division (PWP-Roads).

To ensure the integrity of manufacturer warranties and maintain optimal performance of Caterpillar equipment, Caterpillar recommends using an authorized dealer for repairs and OEM parts. These authorized dealers staff certified technicians with access to proprietary diagnostic tools, such as Caterpillar's Electronic Technician (Cat ET) software, which is essential for troubleshooting electronic issues. Using OEM parts guarantees compatibility and warranty coverage, while authorized dealer-performed maintenance and repairs avoid violations of patents or trade secrets. Though GSD-Fleet's Heavy Duty Mechanics perform some maintenance and repair services to Caterpillar equipment using OEM parts, complex maintenance and repairs beyond the County's capabilities require authorized dealer expertise and access to the Cat ET software for quick, comprehensive repairs.

Quinn is the closest authorized dealer for Caterpillar OEM parts, maintenance and repairs, with the nearest location approximately 13 miles from GSD-Fleet's headquarters. Local access to an authorized dealer offers the County both logistical and financial advantages by reducing shipping delays for parts and towing costs when transporting equipment for repairs. As 27 of the County's 46 pieces of Caterpillar equipment are under active warranty, timely services and parts availability from an authorized dealer are essential. PWP-Roads depends heavily on the Caterpillar equipment for paving operations, and even road cleanup during storms. To maintain efficiency, minimize downtime, and ensure cost-savings by preserving manufacturer warranties, GSD-Fleet requests to suspend the competitive bidding process to contract directly with Quinn.

The recommended Agreement allows GSD-Fleet to continue utilizing Quinn to purchase OEM parts and provide the required repairs and maintenance of Caterpillar Equipment with a three-year initial term with two optional one-year extensions, total not to exceed \$1,460,000.

REFERENCE MATERIAL:

BAI #28, September 5, 2023

ATTACHMENTS INCLUDED AND/OR ON FILE:

Suspension of Competition Acquisition Request
On file with Clerk - Agreement with Quinn

CAO ANALYST:

Amy Ryals