



Suspension of Competition Acquisition Request

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1. Fully describe the product(s) and/or service(s) being requested.

The General Services Department - Fleet Services Division (GSD-Fleet) is requesting to suspend competition to execute a new agreement with Quinn Company (Quinn). In order for the existing County Caterpillar, Inc. (Caterpillar) equipment to sustain functionality, GSD-Fleet requires access to Quinn's supply of assorted Caterpillar original equipment manufacturer (OEM) replacement parts and repair services.

2. Identify the selected vendor and contact person; include the address, phone number and e-mail address for each.

The vendor is Quinn and the contact person is Michelle Locke. Michelle can be reached at michelle.locke@quinnngroup.net and she is located at 10006 Rose Hills Rd., City of Industry, Ca 90601.

3. What is the total cost of the acquisition? If an agreement, state the total cost of the initial term and the amounts for potential renewal terms.

The total cost for the initial three-year base term will be \$855,000. The remaining two optional one-year extensions will be \$300,000 for year four, and \$305,000 for year five, making the total potential five-year term \$1,460,000.

4. Identify the unique qualities and/or capabilities of the service(s) and/or product(s) that qualify this as a Suspension of Competition acquisition.

Caterpillar recommends that repairs for items and equipment under manufacture-warranty be completed by an authorized Caterpillar Dealer to avoid violating or voiding such warranties. Since GSD-Fleet helps maintain various Caterpillar equipment with active warranties, access to an authorized dealer is beneficial to perform repairs. The same applies for OEM parts – by using OEM parts GSD-Fleet can guarantee that replacement parts are warranty-backed, and are compatible with and meet the specifications for the make/model of the equipment. Utilizing an authorized dealer will ensure that the County's Caterpillar equipment is serviced by trained and certified technicians that assure patents, trade secrets, and warranties are not being violated or voided, and that parts are replaced with OEM parts, which helps extend the operational lifetime of equipment and reduce equipment downtime. As needed, the County may request an authorized dealer to perform work outside of the County's scope, or knowledge, on non-warranted equipment.

Additionally, authorized dealers have access to Caterpillar's Electronic Technician (Cat ET) software. Cat ET is a proprietary Caterpillar diagnostic software used to communicate with, diagnose, and service Caterpillar equipment. GSD-Fleet has relied on access to vendors who can perform diagnostics with this Cat ET software when there is an electronic issue with the equipment. If this software is not available to aid in service calls and diagnostics, this would result in unnecessary downtime of equipment. Cat ET is not available to any other competitor and is only available through an authorized Caterpillar dealer.

Quinn is the closest authorized dealer, located only 13.2 miles from the GSD-Fleet's headquarters. Utilizing a Caterpillar authorized dealer outside of the service area would result in two things: (1) the County incurring unnecessary shipping costs and delivery delays due to shipping timeframes for parts that have to be ordered, versus being readily available for pickup at a local store; and (2) delays from the towing of heavy equipment, also incurring unnecessary fees in excess of approximately \$2,000-\$3,000 dollars with a tow company (due to equipment size/distance), to transport the equipment to an authorized dealership for repairs. Using a local dealer allows for faster parts deliveries and pickups, ensures repairs are done in a timely and efficient manner, and helps reduce excess fees from shipping costs or towing. As the closest authorized dealer within the County's service area, GSD-Fleet requests to suspend the competitive bidding process to contract with Quinn.

5. Identify from Administrative Policy #34 what circumstances constitute a Suspension of Competition.

- ☐ In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
- ☐ When the contract is with a federal, state, or local governmental agency.
- ☐ When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$5,000 whichever is more.
- ☐ When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
- ☐ When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
- ☒ When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.

6. Explain why the unique qualities and/or capabilities described above are essential to your department.

Caterpillar equipment is primarily used by the Public Works and Planning - Roads Division (PWP-Roads) for roads maintenance. This equipment is essential to keeping roads safe and usable countywide. For example, when the County experiences storms or extreme weather PWP-Roads uses Caterpillar equipment to clear out snow, mud, or any other perceivable debris that create blockages on County roadways, and mitigating potential road hazards. Additionally, PWP-Roads is currently completing extensive paving projects using Caterpillar equipment. The equipment often requires comprehensive maintenance and repairs to maintain paving operations. This is why it is important that the County have access to Caterpillar OEM parts and repairs to Caterpillar equipment, as this allows for timely repairs to frequently used equipment. Quinn is the closest authorized dealer, making them the best choice for providing parts and services.

GSD-Fleet maintains a variety of Caterpillar equipment, not only for roads maintenance but for other purposes as well. While GSD-Fleet's Heavy-Duty mechanics provide the majority of maintenance and small repairs to Caterpillar equipment, they utilize Quinn OEM parts for this work. Doing this does not void manufacturer warranty as most standard maintenance and parts replacement (ex. replacing break pads, tire rotations, oil changes, and other small repairs) do not require work be performed by an authorized dealer to maintain equipment warranty; larger-scale repairs and parts replacement, like electronic sensor failures, require an authorized dealer to protect manufacturer warranties. As noted, OEM parts are preferred over aftermarket parts as they are made for the equipment's specific make/model, which helps eliminate future repairs or equipment downtime from the quality of the part and compatibility with the equipment. For extensive or extremely complicated repairs beyond the County mechanics' proficiency, GSD-Fleet would rely on a vendor to diagnose and repair equipment. As noted, Quinn, as an authorized dealer, has access to the Cat ET proprietary diagnostic software, which would enable them to perform advanced testing and access diagnostic codes and system information that the County otherwise would not be able to retrieve.

Currently, 27 out of 46 pieces of the County's Caterpillar equipment are under warranty with Caterpillar. GSD-Fleet is actively trying to maintain the warranties in place for this equipment and their respective maintenance parts.

7. Provide a comprehensive explanation of the research done to verify that the recommended vendor is the only vendor with the unique qualities and/or capabilities stated above. Include a list of all other vendors contacted, what they were asked, and their responses.

GSD-Fleet Services conducted research via Caterpillars website at www.cat.com. Of the six authorized dealers within an approximate 100-mile radius to GSD-Fleet's shop, Quinn owns five of them. The three closest authorized dealers, under 46 miles, are Quinn locations. Quinn is the closest Caterpillar dealer authorized able to provide parts and services for warranted Caterpillar equipment. Below is a list of authorized dealers within an approximate 100-mile radius of GSD-Fleet's headquarters.

Quinn Company – Selma, CA 93662 – 13.2 Miles

Quinn Company – Firebaugh, CA 93622 – 39.4 Miles

Quinn Company – Corcoran, CA 93612 – 45.8 Miles

Holt of California CAT – Los Banos, CA 93635 – 60.9 Miles

Quinn Company – Bakersfield, CA 93308 – 99.2 Miles

Quinn Company – Salinas, CA 93901 – 103.8 Miles

While not being authorized Caterpillar dealers, GSD-Fleet did contact the following vendors to inquire of their ability to meet the County's needs:

Killingsworth Gear Inc. (only services industrial engines for Agriculture pumps);

Pacific Distributing Inc. (only services almond shakers);

Midland Tractor (does not service Cat equipment);

OXBO International Inc. (does not service parts; was otherwise referred to contact was a Quinn Company);

Lawrence Tractor Inc. (does not service Cat equipment);

Pacific Distributing Inc. Woodlake area (doesn't service Cat equipment, specializes in wind machine for frost protection); and

Peterson CAT – Truck Division (Services all CAT equipment but located is 103.8 miles away in San Martin California)

Quinn is the closest authorized Caterpillar dealer able to provide parts and services for Caterpillar equipment.

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Requested By:

Staff Analyst

Title

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I approve this request to suspend competition for the service(s) and/or product(s) identified herein.

rhunter 9/9/2025 4:55:55 PM

Department Head Signature

[\[✕ Sign\]](#) Double click!

rblackburn 9/10/2025 3:57:27 PM

Purchasing Manager Signature

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