

MEMORANDUM

To: Board of County Commissioners

From: Motiryo Keambiroiro, Director
Eli McCutcheon Quality Control Contract Specialist
Brad Willman, Fleet Coordinator

Date: December 19, 2018

Subject: Service Contracts for Durham County's Vehicle Maintenance & Repair Services

The County owns approximately 540 vehicles that are essential to regular daily operations. As each County department serves a special purpose, each type of vehicle also has a purpose which creates a diverse fleet consisting of hybrid cars, standard sedans, SUV's, compact and regular pickup trucks. Of this total more than half are emergency and Sheriff vehicles which require expedited vehicle maintenance and repair services. This memorandum is to serve as notice to the Board of County Commissioners of the execution of vehicle repair and maintenance service contracts to local auto maintenance and repair shops. RFP18-017 was solicited with two packages, A & B. Package "A" was for routine vehicle maintenance services, while Package "B" was for extensive vehicle repairs. With the assistance of the County Purchasing department, an evaluation committee reviewed the proposals to determine the best qualified firms for the required services. Based on the respective bidder qualifications, the evaluation committee determined that it would serve the County's best interest by entering into service contracts for regular vehicle maintenance with Speight's Auto Service Center, Ingold Tire, and Sports Durst. The committee also determined that contracts for vehicle repairs should be executed with University Ford, Hendrick-Southpoint, and Sports Durst. For both packages, the decision to award contracts to multiple vendors was to reduce wait times for repairs and services as well as to allow certain vehicle makes to go to the repair/maintenance shops that specialize in the vehicles specific brand. (i.e. Ford models to University Ford, GM models to Hendrick Southpoint).

Pricing for the vehicle maintenance contracts will be on a per service basis at a pre-determined rate as defined in the vendor's respective proposals. As with maintenance contracts, pricing for vehicle repair contracts will also be at a pre-determined hourly rate and proposed parts markup as defined in the respective vendor's proposal. If maintenance or a repair is expected to exceed one thousand dollars (\$1,000.00), then a written estimate will be provided to the designated county representative based on the proposed rates. A separate funds reservation will be required by the respective department for all maintenance/repairs that exceed one thousand dollars (\$1,000.00).

With the execution of these contracts for vehicle maintenance and repair, County Departments will be able to utilize the automotive service vendor that best fits their specific needs while also ensuring quality workmanship at consistent pricing.

cc: Jacqueline Boyce, Purchasing Division Manager
Rick Green, Assistant Procurement Manager