

BOARD MEETING DATE: June 2, 2023

AGENDA NO. 11

PROPOSAL: Establish List of Prequalified Vendors for Automotive Mechanical Repair and Service

SYNOPSIS: On November 4, 2022, the Board approved the release of an RFQ to prequalify vendors for automotive mechanical repair and service for South Coast AQMD's vehicle fleet. This action is to approve the prequalified vendor list, which will be used for the next three years. Funds for this service are included in the FY 2023-24 Budget and will be requested in subsequent fiscal years.

COMMITTEE: Administrative, May 12, 2023; Recommended for Approval

RECOMMENDED ACTION:

Approve vendors listed in Table 1 as prequalified vendors to provide automotive mechanical repair and service for South Coast AQMD's fleet for a three-year period ending June 30, 2026.

Wayne Nastri
Executive Officer

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Background

On November 4, 2022, South Coast AQMD released an RFQ #2023-03 for Automotive Mechanical Repair and Service to establish a list of prequalified vendors from which these services and supplies will be purchased over a three-year period to support routine operational needs of the vehicle fleet. South Coast AQMD's vehicle fleet is comprised of close to 300 vehicles, most of which are passenger vehicles fueled by CNG. South Coast AQMD's fleet vehicle mileage annually exceeds 2.5 million miles. The established list of prequalified automotive mechanical repair and service vendors will be utilized in coordination with Enterprise Fleet Management's fleet maintenance program as the current fleet is replaced over the next several years.

Outreach

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFQ and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders may have been notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFQ has been emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations and placed on South Coast AQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

Eleven copies of RFQ 2023-03 for automotive mechanical repair and service were emailed out to current and local vendors. Six proposals were received by the close of bidding at 2:00 p.m., December 7, 2022. Based upon an evaluation of the proposals, five vendors received a qualifying score and one did not qualify. Table 1 summarizes the results of the evaluation process.

The evaluation panel consisted of three South Coast AQMD employees: a Senior Public Affairs Specialist, a Fleet Services Supervisor and a Fleet Services Worker II.

Resource Impacts

Sufficient funds have been appropriated for these services in the FY 2023-24 Budget and will be requested in subsequent fiscal year budgets.

Attachment

Table 1 - Prequalified Vendors for Automotive Mechanical Repair and Service

ATTACHMENT

Table 1

PREQUALIFIED VENDOR LIST

AUTOMOTIVE MECHANICAL REPAIR AND SERVICE

RFQ #2023-03

Name	Qualifying Score	Additional Points	Total Points
Diamond Bar Mobil	86.67	11	97.67
Import Auto, Inc.	81.33	15	96.33
The Car Dr Mobile Auto Repair	84.67	11	95.67
Cerritos Auto Repair Center	80.67	5	85.67
Bluesky Diversified DBA Puente Hills Ford	76	0	76