

BOARD MEETING DATE: October 3, 2014

AGENDA NO. 8

PROPOSAL: Establish List of Prequalified Vendors to Provide Automotive Mechanical Repair and Service for SCAQMD's Vehicle Fleet

SYNOPSIS: On June 6, 2014, the Board approved release of the RFQ for automotive mechanical repair and service for SCAQMD's vehicle fleet. This action is to establish a list of prequalified vendors that will be used for the next three years to purchase these services and supplies. Funding has been included in the FY 2014-15 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, September 12, 2014; Recommended for Approval

RECOMMENDED ACTION:

Approve the vendors listed in Attachment A as prequalified vendors to provide automotive mechanical repair and service for SCAQMD's fleet to be used for a three-year period beginning November 1, 2014.

Barry R. Wallerstein, D.Env.
Executive Officer

WJ:SO

Background

On June 6, 2014, SCAQMD released RFQ #2014-08 - automotive mechanical repair and service to establish lists of prequalified vendors from which these services and supplies will be purchased over a three-year period. Approximate annual expenditures for FY 2013-14 were \$247,306 for fleet vehicle mechanical repair and service. These services and supplies are purchased routinely to support operational needs. SCAQMD's vehicle fleet is composed of nearly 280 vehicles, mostly passenger vehicles fueled by CNG. CNG vehicles have relatively low routine maintenance and repair costs compared to many gasoline powered fleet vehicles. SCAQMD's fleet vehicle mileage annually exceeds three (3) million miles.

Outreach

In accordance with SCAQMD'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 Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin.

Additionally, potential bidders were notified by utilizing SCAQMD's own electronic list of certified minority vendors. Notice of the RFQ was e-mailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov/>). Information was also available on SCAQMD's bidder's 24-hour telephone message line (909) 396-2724.

Bid Evaluation

Ninety copies of the RFQ were mailed out, and seven proposals were received by the close of bidding at 2:00 p.m., July 9, 2014. Of those received, six proposals were deemed complete and contained the required documentation specified in the RFQ.

The panel evaluating proposals included a Financial Services Manager, Supervising AQ Inspector, a Fleet Services Supervisor and two Fleet Services Worker II. Of these five panel members, one is Caucasian, one is Asian Pacific Islander and three are Hispanic; one is female and four are male.

All of the six proposals evaluated received a qualified score of 78 or higher out of a possible 100 points. Of the six vendors, all qualified as a local business and two qualified as a small business enterprise (SBE). Attachment A summarizes the results of the scoring process.

Resource Impacts

Sufficient funds have been appropriated for these services in the FY 2014-15 Budget. Funds for subsequent years will be included in subsequent budgets.

Attachment A

Prequalified Vendor List of Automotive Mechanical Repair and Service

ATTACHMENT A

PREQUALIFIED VENDOR LIST

RFQ #2014-08 Automotive Mechanical Repair and Service

Name	Qualifying Score	Additional Points	Total Points
Consumer Auto Service	88	15	103
Grand Mobil	88	5	93
Diamond Bar Mobil	84	5	89
Jiffy Lube and Service	83	15	98
Imperial Auto Repair	82	5	87
So Cal Fleet Services Inc.	78	5	83