BOARD MEETING DATE: December 4, 2026 AGENDA NO. 5

PROPOSAL: Establish List of Prequalified Vendors for Automotive Mechanical Repair and Service and for Mailing Services, Amend Purchase Order for Lease and Maintenance of Mailing System Equipment

SYNOPSIS: On August 7, 2026, the Board approved release of RFQs to prequalify vendors for automotive mechanical repair and service, and for mailing services. This action is to establish prequalified lists for automotive mechanical repair and service and mailing services that can be used for three years. This action is also to add $25,600 to a previously Board-approved five-year purchase order with Pitney Bowes, Inc. to cover taxes for the lease and maintenance of mailing system equipment. Funds for these services have been included in the FY 2026-27 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, November 13, 2026; Recommended for Approval

RECOMMENDED ACTIONS:

1. Approve vendors listed in Attachment I as prequalified vendors to provide South Coast AQMD with automotive mechanical repair and service for a three-year period ending December 31, 2029;
2. Approve vendors listed in Attachment II as prequalified vendors to provide South Coast AQMD with mailing services for a 3-year period ending December 31, 2029; and
3. Authorize the Procurement Manager to amend a previously Board-approved purchase order with Pitney Bowes, Inc. to add $25,600, to cover the annual cost of taxes, for a total not-to-exceed amount of $271,100 for the five-year purchase order.

Wayne Nastri
Executive Officer

AJO:VL:mc

**Background**
South Coast AQMD works with vendors for automotive repair and maintenance of fleet vehicles and for mailing services for large mailing distributions. On August 7, 2026, the Board approved the release of two RFQs: (1) Q2027-01, to solicit proposals to establish a list of prequalified vendors for automotive mechanical repair and service for a three-year period; and (2) Q2027-02, to solicit proposals to establish a list of prequalified vendors for mailing services, such as folding, inserting, and sealing mail, for a 3-year period.

In addition, on December 5, 2025, the Board approved the issuance of a five-year lease and maintenance purchase order with Pitney Bowes, Inc. in the amount of $245,500 from January 1, 2026, through December 31, 2030. However, the cost for taxes for each year of the purchase order was inadvertently left out of the final cost for Board approval.

**Outreach**
In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFP and RFQs 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 mailed to the Legislative Caucuses and various minority chambers of commerce and business associations, the State of California Contracts Register website, and placed on the Internet at South Coast AQMD's website (http://www.aqmd.gov). Information was also available on South Coast AQMD's bidder's 24-hour telephone message line (909) 396-2724.

**Bid Evaluation**
For Automotive Mechanical Repair and Service vendors (RFQ #Q2027-01), five proposals were received when final bidding closed at 2:00 p.m. on September 8, 2026. The proposals were evaluated by a three-member panel consisting of a Business Services Manager and two Fleet Services Worker IIs. All five proposals were deemed complete and met RFQ requirements.

For mailing services (RFQ #Q2027-02), two proposals were received when final bidding closed at 2:00 p.m. on September 8, 2026. The proposals were evaluated by a three-member panel consisting of a Mail and Subscription Services Supervisor, a Mail and Subscription Services Clerk, and a Print Shop Supervisor. Both proposals were deemed complete and met RFQ requirements.

**Proposal**
Staff recommends establishing prequalified vendors lists as follows: five Automotive Mechanical Repair and Service providers, as set forth in Attachment I, and two mailing services, as set forth in Attachment II.

Staff also recommends authorizing the Procurement Manager to amend the multi-year purchase order with Pitney Bowes, Inc. for an additional total not to exceed $25,600 to cover tax costs.

**Resource Impacts**
Sufficient funds have been appropriated for vendors for both the automotive repair and maintenance and mailing services in the FY 2026-27 Budget and will be requested in subsequent fiscal year budgets.

For the multi-year lease and maintenance purchase order agreement with Pitney Bowes, sufficient funds in the amount of $7,200 are available in the approved FY 2026-27 Budget for the remainder of this fiscal year. Subsequent funding will be requested in the budgets for each of the remaining fiscal years of the purchase order. Annual costs to cover taxes are $7,200 for FY 2026-27; $5,200 for FY 2027-28; $5,200 for FY 2028-29; $5,300 for FY 2029-30; and $2,700 for FY 2030-31.

**Attachments**
Attachment I – Prequalified Vendor List for RFQ #Q2027-01
Attachment II – Prequalified Vendor List for RFQ #Q2027-02

# ATTACHMENT I

Prequalified Vendor List for RFQ #Q2027-01
Automotive Mechanical Repair and Service

| Name | Qualifying Score | Additional Points* | Total Points |
|---|---|---|---|
| Diamond Bar Mobil | 100 | 15 | 115 |
| ENA Enterprises, Inc. DBA Cerritos Auto Repair Center | 98 | 15 | 114 |
| Imp Auto, Inc. DBA Imperial Auto Repair and Transmission | 97 | 15 | 112 |
| Car Dr. Mobile | 96 | 15 | 111 |
| Fleetworks, Inc. | 91 | 5 | 96 |

*Max 15 pts. (Small Business, DVBE, Local Business, Off-Peak Hours, Low-Emission Vehicle). Max 17 pts. applicable for Most Favorable Customer.

# ATTACHMENT II

Prequalified Vendor List for RFQ #Q2027-02
Mailing Services

| Name | Qualifying Score | Additional Points* | Total Points |
|---|---|---|---|
| Hodgman Enterprises, Inc. DBA Direct Connection | 87 | 15 | 102 |
| The Dot Printer, Inc. | 94 | 0 | 94 |

* Max 15 pts. (Small Business, DVBE, Local Business, Off-Peak Hours, Low-Emission Vehicle). Max 17 pts. applicable for Most Favorable Customer.