



**MEMORANDUM**  
**DEPARTMENT OF PUBLIC WORKS**  
**FLEET SERVICES DIVISION**  
County of Placer

TO: Board of Supervisors  
DATE: April 9, 2019

FROM: Ken Grehm, Director of Public Works  
By: Bob Costa, Deputy Director

SUBJECT: Fleet Services / Award Contract / On-Site Parts Warehouse Management Services / Riebes Auto Parts

---

**ACTION REQUESTED**

Approve the award of competitive Request for Proposal No. 100013 with Riebes Auto Parts of Rocklin, CA for providing on-site parts warehouse management services for the Department of Public Works Fleet Services Division in the maximum amount of \$1,300,000 for the period April 9, 2019 to March 31, 2020.

Approve the option to renew the resulting agreement for four (4) additional one-year terms and authorize the Purchasing Manager to sign all required documents subject to departmental concurrence and available funding, and authorize change orders up to a maximum amount of \$100,000 consistent with Placer County's Procurement Policy.

**BACKGROUND**

Department of Public Works (DPW) Fleet Services Division requires a qualified firm to provide management and operation of a contractor-staffed, full-service vehicle parts shop within the Auburn Fleet Garage. The Contractor will manage the County's vehicle and equipment parts inventory by assessing and planning for the County's parts needs, to include the stocking and sales of repair parts for approximately 690 vehicles and 270 pieces of equipment owned by the County.

Currently multiple supplier contracts exist between OEM and aftermarket auto and equipment parts vendors and Placer County at an approximate annual value of \$1,300,000. To identify a list of qualified firms to provide the services described above, the Department of Public Works Fleet Services Division enlisted the assistance of the Procurement Services Division to develop Request for Proposals (RFP) No. 100013. This approach will minimize staff time and effort managing parts purchasing and inventory and maximize the department's staff focus on fleet and equipment maintenance and repair operations. With the approval of this agreement, the number of annual parts supplier contracts currently required will be reduced, further reducing staff efforts in establishing and managing these contracts and for processing monthly payments.

The RFP was distributed via the County's Public Purchase system to thirty-sixty (36) potential bidders and was also posted on the County's website. Fifteen (15) firms accessed the documents, and formal responses were received from three (3) firms.

An evaluation panel, comprised of representatives from DPW's Fleet Services and Road Maintenance Divisions, reviewed the responses in accordance with the evaluation criteria contained within the solicitation. Based on the evaluation of the proposals received, the evaluation panel determined that Riebes Auto Parts was the top-ranked firm. All of the responding firms were notified of the final selection and no bid protests were received regarding the award recommendation.

This award supports innovation and implementation focused services that improve the County's use of resources and contracting methods. Therefore, your Board's approval is required to proceed with the award of an agreement to Riebes Auto Parts in the maximum amount of \$1,300,000.

**ENVIRONMENTAL IMPACT**

This is an administrative action. As such, it is not a separate project under the California Environmental Quality Act pursuant to CEQA Guidelines Section 15378 (b) and is not subject to further environmental review.

**FISCAL IMPACT**

The contract amount is \$1,300,000 and is budgeted in the Department of Public Works and Facilities FY 2018-19 Final Budget, and in the Department of Public Works FY 2019-20 Proposed Budget, Fleet Services Division, under program PG190002. Funding is provided by the Fleet Internal Service Fund (100%), with no new net County cost. Funds are not encumbered until purchases are made or services are performed against the contract. Based upon the contractor's proposed parts pricing structure, Fleet Services anticipates an annual cost reduction on parts purchased through this contract.

On file with Clerk of the Board: On-Site Fleet Parts Warehouse Management Agreement