



MEMORANDUM
COUNTY EXECUTIVE OFFICE
Procurement Services Division
County of Placer

TO: Board of Supervisors DATE: April 21, 2020
FROM: Todd Leopold, County Executive Officer
By: Brett Wood, Purchasing Manager
SUBJECT: Mobile Automotive Detailing - Casey Liston dba Hott Shots Detailing

ACTION REQUESTED

Approve an amendment to contract number SCN100815 with Casey Liston dba Hott Shots Detailing of Auburn, CA for mobile automotive detailing services and cleaning services for buses and Tahoe Area Regional Transit (TART) shelters, to increase the contract amount by \$47,000 for a new maximum contract amount of \$147,000 for the remainder of the contract period ending March 31, 2020. Funding is included in the Department of Public Works TART Division Final Budget for FY 2019-20.

Approve the renewal of a competitively awarded contract with Casey Liston dba Hott Shots Detailing of Auburn, CA for mobile automotive detailing services and cleaning services for buses and Tahoe Area Regional Transit (TART) shelters in the maximum amount of \$147,000 for the period of April 1, 2020 through March 31, 2021. Funded by the Department of Public Works TART Division Final Budget for FY 2019-20 and the Requested Budget for FY 2020-21.

Approve the option to renew the resulting contract in the not-to-exceed amount of \$147,000 per year for two additional one-year terms and authorize change orders up to a maximum cumulative amount of \$14,700, consistent with the Procurement Policy.

Authorize the Purchasing Manager to sign all required documents, subject to departmental concurrence and available funding.

BACKGROUND

The Department of Public Works requires a vendor that offers a variety of economical mobile detailing services for the County's fleet vehicles and a vendor that is willing to travel to the department's various sites of operations to minimize cost. Casey Liston dba Hott Shots Detailing (Hott Shots) of Auburn, CA was awarded a contract as a result of a competitive quote. The resulting supplier contract expired on March 31, 2020.

In August 2019 the scope of the agreement with Hott Shots was expanded to include cleaning services of TART area shelters & TART Buses. The contract amount was increased to cover the additional service needed but was later discovered to be insufficient for the increased frequency of service. An additional \$47,000 is needed to cover services through the remainder of the contract period.

Hott Shots agreed to renew their contract for another one-year term at the same pricing; however, the vendor will continue to provide TART shelter cleaning services until the County finds a replacement vendor for this service. This vendor has provided satisfactory service to DPW and continues to provide services that meet the County's requirements.

The requested increase to the current contract and the contract renewal amount exceed the Purchasing Manager's authority and requires your Board's approval in accordance with the Procurement Policy. Therefore, your Board's approval is required to amend the current contract in the amount of \$47,000 for a revised maximum amount of \$147,000 and to renew the contract in the maximum amount of \$147,000. This contract supports your Board's Critical Success Factor of supporting the maintenance of public serving infrastructure and amenities.

FISCAL IMPACT

Funding for the current contract period is provided in the FY 2019-20 Final Budget for the Department of Public Works TART Division. Funding for future contracts will be included in the department's Requested Budgets. Funds are not encumbered until services are provided under the contract.