



**MEMORANDUM**  
**COUNTY EXECUTIVE OFFICE**  
**Procurement Services Division**  
County of Placer

TO: Board of Supervisors DATE: May 19, 2020  
FROM: Todd Leopold, County Executive Officer  
By: Brett Wood, Purchasing Manager  
SUBJECT: Automotive Body Repairs and Painting Services – Multiple Firms

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**ACTION REQUESTED**

Approve an increase to the existing contracts with Caliber Collision Centers of Auburn, CA and Maaco Collision Repair and Painting of Roseville, CA for automotive body repairs and painting services on an as-needed basis, in the amount of \$25,000 for a new maximum amount of \$125,000 through June 30, 2020.

Approve an option to renew the contracts for two additional one-year terms in the maximum amount of \$125,000 per year, and authorize change orders not to exceed a cumulative amount of \$12,500, 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 Fleet Services Division and the Placer County Sheriff's Office (PCSO) both require an annual contract for the purchase of automotive body repairs and painting services on an as-needed basis.

On July 1, 2019 the Purchasing Manager approved the award of competitive Bid No. 100274 to Caliber Collision Centers and Maaco Collision Repair and Painting. The resulting contracts were awarded in the maximum aggregate amount of \$100,000 for the period of July 1, 2019 through June 30, 2020.

An increase to the contracts is needed due to an increased level of usage. Over the term of the contract, PCSO has had some unexpected high-cost repairs. Although some of the repair costs were covered by insurance, the contract amounts are nearly depleted. PCSO is requesting an overall increase of \$25,000 to the contracts to maintain patrol functions through the contract period.

The requested increase exceeds 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 increase the contracts in the amount of \$25,000 for a revised maximum aggregate amount of \$125,000. Your Board's approval is also requested to renew the contracts for two additional one-year periods in the maximum aggregate amount of \$125,000. The renewal amount requested reflects the expected increased level of usage in the future.

These contracts serve as important elements to the daily operations for the Department of Public Works and the Sheriff's Office who are vital to the County's critical success factors by providing Comprehensive Public Safety Services.

**FISCAL IMPACT**

Funding for these services is included in the FY 2019-20 Final Budget for the Placer County Sheriff's Office and Fleet Services Division and will be included in the respective future budgets. Funds are not encumbered until services are performed against the resulting contracts.

