

**Presentation to Governing Body  
June 15, 2010**

**Department:** Public Works  
**Author/Presenter:** Kathleen Gammell, 703-335-8840

**Subject:** Fleet Repair and Maintenance Services

**Issue:** Staff is seeking authorization from the Governing Body to enter into agreements for Fleet Maintenance and Repair Services subject to the City Attorney review with the following companies: McCarthy Tire, Finish Line Towing and Automotive, Hartman Fleet Services, James River Equipment, and Precision Tune Auto Care.

**Background:**

- The existing City garage has been providing repair and maintenance services to the City's vehicles for over 2 decades. The garage operation has been a challenge over its history.
- The Manassas Park Governing Body expressed a desire to outsource the City's fleet maintenance and repair operations in the future, and directed staff to initiate outsourcing operations beginning July 1, 2010.

**Discussion:**

- Recognizing that it would take several agreements to cover the required needs of the fleet, heavy equipment, lawn maintenance equipment, and other specialized equipment, bid documents were set up such that shops could bid all or part of the services required.
- Staff issued a solicitation for bid on May 14, 2010. An advertisement was placed in the local newspaper and all auto shops in the City were contacted directly by telephone regarding the availability of bid documents and the City's intent to outsource fleet maintenance and repair.
- Thirty-one shops in Manassas Park and one within 1.5 miles of Manassas Park requested and were sent bid documents and subsequent Addenda.
- Staff received ten (10) bids, which were opened and read aloud at 2:00 p.m. on June 2, 2010.
- The bid review committee, comprised of staff from Police, Fire, and Public Works met on June 7, 2010 to review the bids. The committee selected bidders for recommendation to the Governing Body after considering the following selection criteria:
  - Responsiveness to the bid requirements i.e., completing the pricing, acknowledgement of addenda, reference, and signature forms.
  - Fixed costs for common (routine maintenance) i.e., oil/filter change, safety check.
  - Labor rates and percentage of markup on parts for repairs, which are considered non-routine i.e., AC or engine repair
  - Experience and/or commitment to respond 24-hour a day as needed
  - Responsiveness and compliance with providing references, and subsequent comments from references
  - Consumer background check

- Tour of the selected bidder's shops to determine whether they were "responsible" regarding mechanic expertise, available garage space, security of vehicles while in the care of the shop, especially police cars.
- Following the review committee selected the following shops (in no particular order) for Governing Body consideration:

Shop Name	Type of Service
McCarthy Tire	<ul style="list-style-type: none"> <li>• Proven mechanical service on large fire apparatus</li> <li>• Large inventory of tires to accommodate any vehicle or piece of equipment the City has</li> <li>• Large facility with 16 bays</li> <li>• Excellent references for similar fleet services.</li> </ul>
Finish Line Towing and Automotive	<ul style="list-style-type: none"> <li>• Experience with emergency equipment (Police Cars – Prince William County)</li> <li>• Towing</li> <li>• Large facility with 8 bays.</li> <li>• Good plan for moving vehicles thru the facility quickly.</li> <li>• Excellent references for similar fleet services</li> </ul>
Hartman Fleet Services	<ul style="list-style-type: none"> <li>• Experience working on heavy duty equipment (Street Sweeper, Flush Truck)</li> <li>• Towing</li> <li>• Large facility with 8 bays.</li> <li>• Excellent references for similar fleet services</li> </ul>
James River Equipment	<ul style="list-style-type: none"> <li>• Experience working on heavy duty equipment (John Deere front-end loader, backhoe)</li> <li>• Large facility with 12 bays.</li> <li>• Excellent references for similar fleet services throughout the east coast.</li> </ul>
Precision Tune Auto Care	<ul style="list-style-type: none"> <li>• Quick turn around on minor routine service.</li> <li>• Excellent nationwide reputation.</li> </ul>

**Staff Recommendation**

Authorize staff to enter into agreements for Fleet Maintenance and Repair Services subject to the City Attorney review with the following companies: McCarthy Tire, Finish Line Towing and Automotive, Hartman Fleet Services, James River Equipment, and Precision Tune Auto Care.

**Review:**

City Business License: Contractors within the City have current business licenses.

Prepared by: Kathleen R. Gammell

Date: June 9, 2010

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Attorney: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Manager: \_\_\_\_\_

Date: \_\_\_\_\_