



Legislation Text

File #: 21-1573, Version: 1

CITY MANAGER AUTHORITY PROCUREMENT AWARDS

ACTION REQUESTED:

Approve the award of Option Year Three to Contract 18-282, Vehicle Wash Services - On-Site Auto Detailing to Brighton Auto Detailing, for an amount not to exceed \$35,500

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director

BACKGROUND:

Vehicle washing is part of proper routine care and maintenance of a vehicle and contributes to safe vehicle operation and improved fuel efficiency. The City's vehicles are highly visible tools and maintaining clean vehicles also provides a clean image of the City of Naperville. The purpose of this contract is to provide on-site vehicle washing detailing services for the Police Department's (PD) vehicles. These vehicles serve as mobile offices and periodically require a more in-depth car wash and detail service on a regular basis.

The Chief Procurement Officer awarded Contract 18-282, Vehicle Wash Services - On-Site Auto Detailing to Brighton Auto Detailing for a one-year term from January 23, 2019 to December 31, 2019, with four, one-year options to extend. The first option-year was awarded on November 26, 2019. Change order #1 was approved on July 14, 2020 to add funds to the contract as a result of the need to increase vehicle cleaning due to the COVID-19 pandemic. The City Manager approved option-year two on November 6, 2020.

DISCUSSION:

During the second extension of the contract, Brighton Auto Detailing continued to provide convenient on-site interior detail service to the PD, eliminating the need for City personnel to transport vehicles to off-site car wash services, keeping those personnel available for their regular, assigned duties.

Throughout the pandemic, Brighton Auto Detailing has provided safe and flexible service, coordinating the schedule with PD staff and working out of Fleet Services when the PD's bay was unavailable. Brighton has detailed and sanitized 109 units in 2021.

Based on historical volume, we recommend an award of \$35,500. Brighton has agreed to maintain rates from the previous term. The term of the third option year is January 1, 2022 to December 31, 2022, with one, one-year option remaining on the agreement.

FISCAL IMPACT:

CIP #: N/A

Auto detailing is expensed to the Equipment Maintenance account listed below. A total of \$630,325 was budgeted for Fleet maintenance, including detailing, in 2022. The requested award is within the budgeted amount for this expense.

Account Number	Fund Description	Total Budget Amount
31351100-531303	General Fund	\$630,325