



Legislation Text

File #: 24-0482, Version: 1

CITY COUNCIL AGENDA ITEM

ACTION REQUESTED:

Approve the award of Change Order #1 to Option Year #4 of Contract 18-282.4-01, Vehicle Wash Services - On-Site Auto Detailing, to Brighton Auto Detailing, for an amount not to exceed \$15,000, a total award of \$50,500, and for an additional seven months

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard Dublinski, Director of Public Works

BOARD/COMMISSION REVIEW:

N/A

BACKGROUND:

The Chief Procurement Officer awarded Contract 18-282 to Brighton Auto Detailing on January 23, 2019, for a one-year term through December 31, 2019, with four, one-year options to extend. The purpose of this contract is to provide on-site wash detail services for Police Department vehicles. Vehicle washing is a component of proper routine care and maintenance of a vehicle, contributing to safe vehicle operation and improved fuel efficiency. These vehicles serve as mobile offices and require a more in-depth car wash and detail service on a more regular basis. On-site service saves City personnel time and resources, eliminating the need to transport vehicles to and from a service provider.

The City Manager awarded Option Year #1 on November 26, 2019, for a term from January 1, 2020 to December 31, 2020. Change Order #1 was awarded on July 14, 2020, to add \$45,000 to the remainder of that term to accommodate increased cleaning needs due to the COVID-19 pandemic.

The City Manager approved Option Year #2 on November 6, 2020, and Option Year #3 on December 23, 2021.

The City Manager approved Option Year #4 on October 11, 2022, in the amount of \$35,000 for a term from January 1, 2023, to December 31, 2023.

DISCUSSION:

This Change Order is requested to extend the term of Option Year #4 through July 31, 2024, and to add \$15,000 to pay invoices through that term while staff publishes and awards a new bid for services.

FISCAL IMPACT:

CIP#: N/A

Vehicle wash services are expensed to the Equipment Maintenance account listed below. In 2024, Public Works included \$715,300 in the budget for various equipment maintenance services for City-owned vehicles, this includes vehicle wash services. The requested change order is within the amount budgeted for this expense.

Account Number	Fund Description	Total Budget Amount
31351100-531303	General Fund	\$715,300