

Memorandum

To: Honorable Mayor Shetter and members of the Burleson City Council

From: Sandy Bradley, Purchasing Agent

Date: September 8, 2009

Subject: Renewal of ITB 2006-032, Auto and Light Truck Body Repair.

Council Action Requested:

Approve the annual contract renewal for ITB 2006-032 Auto and Light Truck Body Repair with Campbell's Auto Body & Mobile Glass for one (1) year beginning September 1, 2009 and ending August 31, 2010.

Background Information:

The original contract was awarded on August 24, 2006. Campbell's Auto Body & Mobile Glass provides glass and body repair services for the fleet of City vehicles.

In addition, Campbell's has held firm their original contract price. This is the final renewal option for this contract.

Board/Citizen Input:

N/A

Financial Considerations:

Funds are budgeted in various departments.

Attachments:

Renewal letter
Tabulation Sheet

Staff Contact:

Sandy Bradley, Purchasing Manager
817-426-9653
sbradley@BurlesonTx.com

September 8, 2009
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Sandy Bradley, CPPB
Purchasing Manager
141 West Renfro
Burleson, Texas 76028
817-426-9653
817-426-9368 Fax

August 3, 2009

Campbell's Auto Body & Mobile Glass
Attn: Lee Ann Avera
451 N. Burleson Blvd.
Burleson, Texas 76028

Re: ITB 2006-032 Auto & Light Truck Body Repair

Dear Lee Ann,

The current contract for ITB 2006-032, "Auto & Light Truck Body Repair" is up for renewal. The City of Burleson would like to exercise the option to renew the contract. Pending City Council approval and your agreement to renew the contract, the renewal option will begin September 1, 2009 to August 31, 2010. This is the final renewal option on this contract. Prices are to remain firm.

You have 10 business days to provide original ACCORD certificates on required insurance.

Sincerely,

Sandy Bradley
Purchasing Agent

| | | |
|--|-------------------------------------|--|
| I agree to the renewal of this contract. <input checked="" type="checkbox"/> | | I do not wish to renew this contract. <input type="checkbox"/> |
| | | |
| Lee Ann Avera | Campbell's Auto Body & Mobile Glass | Date |

August 24, 2006

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**ITB 2006-032
Automotive & Light Truck Body Repair
Tabulation Sheet**

| Description | Vendor Campbell's Auto Body | Vendor Collision King |
|---|--|----------------------------------|
| 1. Estimates shall be based on current edition of the Mitchell Manual/ADP | Yes | Yes |
| 2. Vendor shall notify the City's consultant/estimator for approval prior to repairing/deviating from the original appraisal. | Yes | Yes |
| 3. Vendors providing towing services shall have and maintain Cargo/OnHood insurance as specified in the section titled "Insurance Requirements". | N/A | Yes |
| 4. The City of Burleson will be notified and must approve all non-OEM parts. | Yes | Yes |
| 5. Non-OEM parts, when used, must meet or exceed those of the original equipment manufacturer part being replaced for fitness and finish. | Yes | Yes |
| 6. Used parts are acceptable only as specified by the City appraiser or authorized City Representative. | Yes | Yes |
| 7. Vendor agrees to allow the designated City representative to conduct periodic "on site" inspections of any or all vehicles being repaired to insure that all repairs are being performed in accordance with the estimates that have been agreed to. | Yes | Yes |
| 8. Upon receipt of a valid City of Burleson Purchase Order, vendor agrees to complete vehicle repairs within five (5) working days. Vehicles returned for additional work prior to acceptance shall have said work completed within two (2) working days. | *See Addendum | Yes |
| 9. Inspections for acceptance of repairs shall be conducted by the City of Burleson Equipment Maintenance Department. | Yes | Yes |
| 10. City of Burleson shall have two (2) working days after a repaired vehicle is released to advise the vendor of any problems pertaining to those repairs. | Yes | Yes |
| 11. Vendor warrants to "color match" all vehicles requiring painting. Unapproved and/or non-color matched vehicles will be repainted at the contractor's expense if found unsatisfactory by the City. | Yes | Yes |
| 12. Bidders must submit a "mark-up" or "mark-down" percentage cost to be applied to the appraisal sheet provided by the City or their representative. All work is to be performed in accordance with the estimate provided by the City's representative. | Yes | Yes |

| Description | Vendor Campbell's Auto Body | Vendor Collision King |
|--|--|----------------------------------|
| 13. Bidders agrees to warrant all services performed for workmanship, parts, refinishing, etc. for a minimum period of one (1) year from date of acceptance. | Yes | Yes |
| 14. The successful bidder warrants that they have the following operable equipment/capabilities, for the duration of the contract: A measuring device suitable for symmetrical or asymmetrical structural dimensions, gas metal arc welder, hydraulic equipment to perform multiple repairs pulls on frame and unibody vehicles. Enclosed Spray Paint Booth. | Yes | Yes |
| 15. Provide a list, in the space provided on the ITB Form of insurance companies where you are listed as a preferred body shop, or where you have agreements to be paid direct by the insurance co. | Yes | Yes |
| 16. Bidders are required to submit all current certifications. | Yes | Yes |
| 17. Bidders are required to submit all Insurance Certificates. | Yes | Yes |
| Choose One: | | |
| Deduct: % from City's total Body Repair Appraisal per vehicle. | 3% | 0% |
| Add: % to City's total Body Repair Appraisal per vehicle. | 0% | 0% |
| Specify Warranty (Minimum 12 months) | | |
| Parts | 12 months | 12 months |
| Labor | Life Time | Life Time |
| Specify Payment Terms | 30 day | 30 day |
| Towing Charge (One Way) | N/A | \$100 |
| Does your firm have the ability to work direct w/insurance companies on claims, when appropriate | Yes | Yes |
| Insurance Requirements | Yes | Yes |

* Repair orders will be completed in a timely manner dependent upon parts availability and/or damage estimate exceeding 5 day repair time. (i.e.; replacement of front end clip of said vehicle would be approximately a 15 day repair using straight time and labor) Definition of "clip" all front end sheet metal and frame repair to include mechanical issues related to the radiator, condenser, and fan assembly.