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**Title:** AWARD MAINTENANCE SERVICES AGREEMENTS FOR AS NEEDED FIRE EQUIPMENT MAINTENANCE, ANNUAL INSPECTION AND TESTING SERVICES

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Date	Ver.	Action By	Action	Result
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**TITLE:**

**AWARD MAINTENANCE SERVICES AGREEMENTS FOR AS NEEDED FIRE EQUIPMENT MAINTENANCE, ANNUAL INSPECTION AND TESTING SERVICES**

**DEPARTMENT:** PUBLIC WORKS DEPARTMENT, MAINTENANCE SERVICES  
**DIVISION**

**PRESENTED BY:** RAJA SETHURAMAN, PUBLIC WORKS DIRECTOR

**CONTACT INFORMATION:** ROBERT RYAN, MAINTENANCE SERVICES MANAGER (714) 754-5123

**RECOMMENDATION:**

Staff recommends the City Council:

1. Award Maintenance Services Agreements (MSAs) to Bit Pros, Incorporated, and Performance Truck Repair, Incorporated, for as needed fire equipment maintenance, annual inspection and testing services for a five-year period, for an annual amount of \$200,000.
2. Authorize a ten percent (10%) contingency of \$20,000 annually for unforeseen costs and approval for Consumer Price Index (CPI) escalation and de-escalation.
3. Authorize the City Manager and City Clerk to execute the agreements and future amendments to the agreements within Council authorized limits.

**BACKGROUND:**

The Equipment Maintenance Section of Public Works maintains over three hundred vehicles, including over forty pieces of fire equipment. The fire equipment requires regular maintenance, routine repairs and after-hours response for emergency repairs. Regular inspection and annual testing are required for all of the apparatus utilized for emergency and fire response. Proper maintenance, inspection and testing of fire apparatus is essential in ensuring timely and appropriate response to any emergency that may arise.

The Public Works Department is committed to serving the public by providing high quality services and continually maintaining, testing and improving the City's emergency response apparatus. This commitment is fulfilled utilizing a combination of City staff assigned to the Equipment Maintenance Section and outside vendors and services.

The City's inventory of equipment and vehicles is aging with many units in service being past their recommended service life. Reduced production, increased demand and supply chain issues have made the procurement of new emergency response vehicles difficult, resulting in the need to keep these units in frontline service in order to meet the needs of the City. These aging units require more frequent attention and repairs. Having additional resources will assist Equipment Maintenance with keeping these vital pieces of equipment in service.

The City's existing agreement for as needed fire equipment maintenance, annual inspection and testing services expired.

**ANALYSIS:**

On January 8, 2024, the Purchasing Division advertised an Invitation for Bid (IFB) No. 24-05 for Fire Equipment Maintenance, Annual Inspection and Testing as required by the City of Costa Mesa Municipal Code. The IFB was posted on the Planet Bids website.

Purchasing received two bids from Bit Pros, Inc. and Performance Truck Repair, Inc. Both bids were comprehensive and met all the requirements of the IFB. Bit Pros, Inc. has performed fire equipment maintenance, annual inspection and testing services for the City for the past four years and has provided adequate resources and response times. Performance Truck Repair, Inc. is known to City staff and is a current service provider to a number of government agencies including the City of Long Beach and the Los Angeles County Fire Department. The use of multiple vendors will provide better coverage to address after hour emergency calls for mechanical service and limit downtime of the existing fleet.

Upon review of the submitted bids, staff has determined that both Bit Pros, Inc. and Performance Truck Repair, Inc. be awarded Maintenance Services Agreements based on their qualifications and experience.

**ALTERNATIVES:**

The City Council could choose not to authorize the MSA; reject all bids and re-advertise the IFB. This is not recommended as it would, most likely, not provide lower or more comprehensive responses. In addition, the lack of outside vendors to provide support services and testing could delay repairs and increase downtime of emergency apparatus, which could compromise timely response to emergency and life-saving situations.

**FISCAL REVIEW:**

Services for fire equipment maintenance, annual inspection and testing services are utilized by Equipment Maintenance and Fire on an as-needed bases. Sufficient funding is included in the adopted budget for Fiscal Year 2023-2024. Additional funding will be included in future proposed budgets.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed this report, prepared the MSAs and approves them as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This agreement works toward achieving the following City Council goals:

- Strengthen the public's safety and improve the quality of life.

**CONCLUSION:**

Staff recommends the City Council:

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