



## Agenda Item Summary

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**File #:** RES 23-210, **Version:** 1

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### **Submitted By**

Rob Sproule, Public Works Director

### **Reviewed By**

A.M. Zayyad, Deputy Village Manager

### **Agenda Item Title**

**A Resolution Approving an Amendment to the Renewal of the Independent Contractor Agreement with C.D.E. Body Shop II, Inc. for 2023 Auto Body Repairs to Change the Not to Exceed Amount from \$25,000.00 to \$55,000.00, Authorizing its Execution and Directing Village Staff to Prepare the Necessary Budget Amendment**

### **Overview**

In February of 2021, the Village entered into an agreement with C.D.E. Body Shop II, Inc. for 2021 auto body repairs due to accidents in the amount of \$25,000.00, with the option to renew for two years. The contract was renewed for the second time in 2023 with a not to exceed amount of \$25,000.00. In 2023, significant body damage repairs have been required. It is proposed to increase the “not to exceed” amount for the renewal from \$25,000.00 to \$55,000.00. This would allow the contractor to complete vehicle accident repairs if needed.

### **Recommendation**

Adopt the Resolution.

### **Background**

The Department of Public Works Fleet Services Division does not have an on-site body shop and therefore requires the use of a full-service body shop for vehicle repairs. In 2020 staff requested proposals for bodywork and C.D.E. Body Shop II, Inc. provided the lowest responsive bid. An agreement was entered in 2021 with this vendor.

In the past ten years, auto body repairs have averaged \$23,654.16 annually. As of May 31, 2023, the Village has spent \$8,651.64, with \$15,112.27 additional currently estimated. Total repair expenses are predicted to be \$23,763.91. There is currently another squad car awaiting an estimate and repairs. The current not to exceed amount of \$25,000.00 will be exceeded this year. Vehicles currently undergoing repairs are frontline Police vehicles, and unavailable for use until said repairs are complete. Staff is proposing to amend the agreement to a new not to exceed amount of \$55,000.00 to provide for additional funds in the event there are further repairs needed.

### **Fiscal Impact**

The 2023 Fiscal Year General Fund, Public Works Fleet Operations Budget, account number 1001-43900-101-

530667, External Support, provides \$25,000.00 for these repairs. To date, \$8,651.64 has been spent, with a vehicle at the repair facility currently with a \$15,112.27 estimate, bringing the potential total to \$23,763.91. There are no current budgeted funds to cover this request. Staff proposes to submit a Q2 budget amendment to request new funds from the Fund Balance to cover the existing repairs and provide some funding for possible repairs for the remainder of the fiscal year.

**DEI Impact**

N/A

**Alternatives**

The Board can delay action to gain additional information.

**Previous Board Action**

The Village Board has approved a similar Independent Contractor Agreement amendment in the past.

**Citizen Advisory Commission Action**

N/A

**Anticipated Future Actions/Commitments**

It is anticipated that the Public Works Department will be bringing this type of amendment as situations dictate.

**Intergovernmental Cooperation Opportunities**

N/A