



DATE: October 14, 2019
TO: Tyler Schroeder, Director of Administrative Services
FROM: Brad Bennett, Administrative Services Finance Manager
SUBJECT: Approval to Purchase Vehicle Body Repair Services

▪ **Background & Purpose**

Public Works Equipment Services is requesting approval to use the Washington State Contract #05015 (Expires 10/01/2021) to purchase auto body repair services. The state contract is awarded to The CEI Group, and the local authorized vendor is Gitt's Autobody, located in Ferndale.

Repair services are purchased on an as-needed basis. Annual expenditures will not exceed \$70,000.00.

▪ **Funding**

This is a regularly budgeted expenditure and funds exist in the current budget. I concur with this recommendation.

A handwritten signature in blue ink, appearing to read "Brad Bennett", is written over a horizontal line.

AS Finance Manager

Approved as recommended:

Director of Administrative Services



Date of Council Action _____



Jon Hutchings
Director

Eric L. Schlehuber, Division Manager

MEMORANDUM

To: Brad Bennett, AS Finance Manager
Through: Jon Hutchings, Public Works Director
From: Eric L. Schlehuber, PW Equipment Services Manager  
Date: September 25, 2019
Re: Washington State Contract #05015 (Vehicle Accident Management Services)

- **Requested Action**

I am requesting Executive and Council approval to purchase auto body work as needed from the Washington State Bid Procurement List through October 1, 2020. The current state contract term is for the period of 03/10/2016 through 10/01/2021.

VENDOR	STATE CONTRACT	EXPIRATION DATE	ANNUAL EXPENDITURES NOT TO EXCEED
The CEI Group	05015	October 1, 2021	\$70,000

This state contract has been awarded to the CEI Group. Gitt's AutoBody in Ferndale, Washington is the local authorized vendor.

- **Background and Purpose**

The Equipment Services Division of the Public Works Department uses the above local vendor for all body repairs on county vehicles and equipment.

- **Funding Amount and Source**

These are regularly budgeted expenditures for auto body repairs, which is used on an annual basis as needed and has been budgeted during the 2019 - 2020 Budget process. Annual expenditures were \$21,603 for 2015, \$42,395 for 2016, \$30,787 for 2017, \$38,148 for 2018 and 2019 year to date of \$46,906.

- **Recommended Action**

Please approve this purchase and forward to the County Executive and the Whatcom County Council for approval at the October 22, 2019 Whatcom County Council Meeting.

Please contact Eric L. Schlehuber at extension 6405 if you have any questions or concerns.