



DATE: March 17, 2021
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 through October 1, 2021. If the current state contract is extended, Public Works would like to continue this approval through the termination of the contract extension, or December 2022 (current budget biennium), whichever comes first.

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 \$80,000.00.

▪ **Funding**

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

AS Finance Manager

Approved as recommended:

Director of Administrative Services

Date of Council Action _____



Jon Hutchings

Director

MEMORANDUM

To: Brad Bennett, AS Finance Manager

Through: Jon Hutchings, Public Works Director *EJK For PW Dir*

From: Eric L. Schlehuber, PW Equipment Services Manager *ES*

Date: February 23, 2021

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, 2021. 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 | \$80,000 |

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 2021 - 2022 Budget process. Annual expenditures were \$38,148 for 2018, \$46,906 for 2019 and \$74,840 for 2020.

- **Recommended Action**

Please approve this purchase and forward to the County Executive and the Whatcom County Council for approval at the March 23, 2021 Whatcom County Council Meeting.

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