CA096921

SHELBY COUNTY BOARD OF COMMISSIONERS
AGENDA ROUTE SHEET

Referred to Commission Committee 4 – Law Enforcement, Fire, Corrections & Courts

For Commission Action on _____

A RESOLUTION APPROVING THE AWARD OF SEALED BID #I001385 TO DICK DIGGONS BODY WORKS, INC. FOR THE EXPENDITURE OF FUNDS NOT TO EXCEED THE AMOUNT OF $130,000.00 FOR AUTOMOTIVE BODY REPAIRS OF FLEET VEHICLES IN THE SHELBY COUNTY SHERIFF'S OFFICE AND THIS ITEM REQUIRES THE EXPENDITURE OF COUNTY GENERAL FUNDS NOT TO EXCEED THE AMOUNT OF $130,000.00. SPONSORED BY COMMISSIONER SIDNEY CHISM.

CHECK ALL THAT APPLY BELOW:

_____ This Action does NOT require expenditure of funds.

__X__ This Item requires/approves expenditure of funds as follows (complete all that apply):

County General Funds: $130,000.00 ; County CIP Funds- $_____

State Grant Funds: $_____; State Gas Tax Funds: $_____

Federal Grant Funds: $_____

Other funds (Specify source and amount): $_____

Other pass-thru funds (Specify source and amount): $ _____

Originating Department: Shelby County Sheriff's Office

APPROVAL:

	(Print your name & phone #.)	(Initials)	(Date)
Dept. Head:	Kimberly Hackney 545-5772	KH	7/18/08
Elected Official:	pw Sheriff Mark H. Luttrell Jr. 545-5503	HK	7-18-08
Division Director:	Harvey Kennedy 545-5505	HK	7-18-08
CIP – A&F Director:			
Finance Dept.	Wanda Richard / Mike Swift	WR / MS	7-21-08
County Attorney:	Kathy Johnson 545-4362	KJ	7/21/08
CAO/Mayor:	**James F. Huntzicker 545-4514**	JFH	7/22/08

SUMMARY SHEET

I. Description of Item

The Shelby County Sheriff's Office operates a vehicle fleet on a nonstop basis. Due to the increased usage through constant operations, fleet vehicles sustain minimal damage routinely and serious body damage sporadically. In order to maintain a sound fleet of response vehicles with a professional appearance, the Shelby County Sheriff's Office has a need to maintain access to a professional vendor to perform automotive body repairs.

The Shelby County Purchasing Department has received three (3) bids, on behalf of the Shelby County Sheriff's Office, for services surrounding the repair of automotive body parts of fleet vehicles. Dick Diggons Body Works, Inc. has submitted the best and lowest bid for these services.

Dick Diggons Body Works, Inc. is the current vendor and services from the company have been professional and the work product has been of good quality and completed in a timely manner.

II. Source and Amount of Funding

Funds are available in the FY 2008-2009 Operating Budget in budget account #031-610202-6783.

III. Contract Items

Sealed Bid number I001385, dated May 9, 2008.

IV. Additional Information Relevant to Approval of this Item

The Shelby County Sheriff's Office recommends approval of this resolution. Based on a comparison of costs associated with the various rates provided by the three bidding vendors, Dick Diggons Body Works, Inc. remains the best and lowest bid.

ITEM NO: _____ PREPARED BY: Maurice D. Denbow

APPROVED BY: _____

A RESOLUTION APPROVING THE AWARD OF SEALED BID #I001385 TO DICK DIGGONS BODY WORKS, INC. FOR THE EXPENDITURE OF FUNDS NOT TO EXCEED THE AMOUNT OF $130,000.00 FOR AUTOMOTIVE BODY REPAIRS OF FLEET VEHICLES IN THE SHELBY COUNTY SHERIFF'S OFFICE AND THIS ITEM REQUIRES THE EXPENDITURE OF COUNTY GENERAL FUNDS NOT TO EXCEED THE AMOUNT OF $130,000.00. SPONSORED BY COMMISSIONER SIDNEY CHISM.

WHEREAS, The Shelby County Sheriff's Office has a need to maintain sound repair of an automotive fleet by ensuring professional automotive body repairs are conducted; and

WHEREAS, That on May 9, 2008, the Shelby County Purchasing Department, on behalf of the Sheriff's Office, received three (3) sealed bids in response to BID #I001385 to provide vehicle body repair services; and

WHEREAS, The recommended vendor, Dick Diggons Body Works, Inc., submitted the best and lowest bid; and

WHEREAS, The funds for the procurement of automotive body repair services are available in the FY 2008-2009 Operating Budget Account 031-61202-6783.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF SHELBY COUNTY, TENNESSEE, That the award of Sealed Bid #I001385 for automotive body repair services to Dick Diggons Body Works, Inc. is hereby approved.

BE IT FURTHER RESOLVED, That the Shelby County Purchasing Department is hereby authorized to issue purchase orders to Dick Diggons Body Works, Inc. for said services.

BE IT FURTHER RESOLVED, That the County Mayor and the Director of Administration and Finance are authorized to issue their warrant or warrants in amounts not to exceed $130,000.00 for the purposes contained in this resolution to procure automotive body repairs services and to take proper credit in their accounting therefore.

_____

A C Wharton, Jr., County Mayor

Date: _____

ATTEST:

_____

Clerk of County Commission

ADOPTED: _____

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Online Budget Status

Account # 031-610202-6783 FY 200807
Account Name MAINTENANCE VEHICLE - OUTSIDE Control Digit 13

Updated Transactions			
Revised Budget	311700.00+		
- FY Encumbrances	27059.86-		
+ FY Liquidations	0.00+	PY Encumbrances	0.00+
- FY Actual	125.00+	FY Unexpended	338634.86+

Non-updated Transactions		# of Entries		
- Journal Entries	0.00+	0		
- Req Encumbrances	11020.00+	1		
+ Req Liquidations	0.00+	0		
- PO Encumbrances	0.00+	0		
- AP Encumbrances	0.00+	0		
- AP\PO Invoices	0.00+	0	PY Encumbrances	0.00+
+ AP\PO Liquidations	0.00+	0	Available Budget	327614.86+

PURCHASING DEPARTMENT
160 NORTH MAIN, ROOM 550
MEMPHIS, TN 38103
545-4360

TO: KIM HACKNEY
SHERIFF'S DEPARTMENT

FROM: ROBERT BRENNER RB
PURCHASING DEPARTMENT

DATE: JULY 14, 2008

RE: APPROVED RECOMMENDATION SHEET (FINAL APPROVAL OF AWARD BY BOARD OF COMMISSIONERS REQUIRED)

Attached is a copy of the approved recommendation sheets for award of the Sealed Bid referenced below:

REFERENCE: BID NO.: **SEALED BID NUMBER I001385**
DUE DATE: **MAY 9,2008**
DESCRIPTION: **VEHICLE BODY REPAIRS**

It is necessary that the award of this bid receive approval by the Board of Commissioners before issuance of a purchase order or the signing of a contract by the County.

Please prepare the commission packet including the applicable contract documents, bonds, certificate of insurance, etc. and return the complete packet to Bernita Poole in the Contract Section of the Purchasing Department for further routing.

Your contract, if required, should include or incorporate the Bid Specification. If there are fund sources other than County General Funds or CIP which partially or wholly fund this contract (e.g. State or Federal), it is mandatory that all restrictions or requirements which attach to these funds be included in your contract.

Also, if bid specifications includes multiple renewal periods please include renewals in your resolution and contract.

By way of this memo, we are notifying the Office of E.O.C. Information (Contract Compliance Status Reports, etc.) required for inclusion in the commission packet to my attention in Purchasing. Upon receipt I will forward it to the Contract Administration Section for further processing.

Attachments

cc: Carolyn Watkins, Admin., E.O.C. Office
Bernita Poole, Contract Administration
Sealed Bid File
rtltrl.frm

SHELBY COUNTY PURCHASING DEPARTMENT
SEALED BID RECOMMENDATION SHEET
SEALED BID NO: I001385 DATE DUE: 5/09/08

TITLE OR DESCRIPTION OF BID

VEHICLE BODY REPAIRS

DEPARTMENT(S) SHERIFF'S
CONTACT(S) KIM HACKNEY

YES	NO	REQUIREMENTS
	x	CIP PROJECT
x		BOARD OF COMMISSION APPROVAL
	x	CONTRACT
	x	SURETY (BONDS, ETC.)
	x	CERTIFICATE OF INSURANCE
	x	E.O.C.REPORTS ATTACHED AND
x		CERTIFIED BY ADMINISTRATOR
x		COPY TO DEPARTMENT
x		COPY TO DIVISION DIRECTOR
x		COPY TO E.O.C.

DESCRIPTION	NO.
TOTAL NUMBER RFB SENT OUT	12
TOTAL NUMBER BIDS RECEIVED	03
NUMBER OF RESPONSES UNOPENED (NO E.O.C. CERTIFICATION)	00

Vendor	EOC Rating	Estimated Bid Award Amount
*DICK DIGGONS BODY WORKS, INC.	D	$130,000.00
BASS ANNIE, INC.	D	$154,076.00
LAMB'S AUTO SERVICE, INC.	D	$190,476.00

***BID AWARD**

RECOMMENDATION: ON THE BASIS OF THE LOWEST RESPONSIVE BID RECEIVED AND WITH THE CONCURRENCE OF THE USING DEPARTMENT, I HEREBY RECOMMEND THE AWARD OF THIS BID TO **DICK DIGGONS BODY WORKS, INC.**

TOTAL **ESTIMATED AMOUNT** RECOMMENDED FOR AWARD IS **$130,000.00.**

NOTE: FOR A DETAILED LIST OF BID ITEMS WITH EACH VENDOR'S PRICE, SEE ATTACHED TABULATION SHEETS.

AWARD PERIOD IS FOR DATE OF BID AWARD THROUGH JUNE 30, 2009. DOLLARS INDICATED ARE ONLY ESTIMATES. THERE SHALL BE ABSOLUTELY NO GUARANTEED ORDER QUANTITIES AND/OR DOLLAR(S) AMOUNT TO BE PURCHASED AGAINST THIS BID. UNIT PRICES QUOTED SHALL BE GUARANTEED FIRM FOR THE PERIOD OF DATE OF BID AWARD THROUGH JUNE 30, 2009.

THIS BID CONTAINS AN OPTION TO RENEW FOR TWO ADDITIONAL ONE YEAR PERIODS: JULY 1, 2009 TO JUNE 30, 2010 AND JULY 1, 2010 TO JUNE 30, 2011.

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SHELBY COUNTY PURCHASING DEPARTMENT
SEALED BID RECOMMENDATION SHEET
SEALED BID NO: I001385 DATE DUE: 5/09/08

VEHICLE BODY REPAIRS

Bob Brenner, Buyer / Date 7/11/08

Clifton Davis, Administrator of Purchasing/Date 7/11/08

I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT BID I001385 DATED 5/09/08 IS IN COMPLIANCE WITH PROCEDURES AS STATED IN THE SHELBY COUNTY COMMISSION RESOLUTION NO. 50 ON PURCHASING DEPARTMENT POLICY, DATED 2/4/80.

For the Shelby County Purchasing Department

DATE SWORN TO AND SUBSCRIBED BEFORE ME AT MEMPHIS, TENNESSEE ON THIS 11th DAY OF July 2008.

Notary Public

MY COMMISSION EXPIRES:
March 4, 2009

My Commission Expires

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jmm/07/10/08

SONJA H. WORTHY
STATE OF TENNESSEE NOTARY PUBLIC
SHELBY COUNTY

Vehicle Body Repairs
SBI001385, due 5/9/08

	BASS ANNIE	DICK DIGGONS	LAMB'S AUTO
Body Labor hourly Rate	**$19.75**	$21.95	$30.00
Paint Labor hourly rate	**$19.75**	$21.95	$30.00
Paint Supplies hourly rate	**$19.75**	$28.00	$25.00
Body Supplies hourly rate	$19.75	**$2.50**	$25.00
New parts billed at repair shop price less % discount	5%	**15%**	10%
All outside repairs to be billed at cost plus %	10%	10%	25%
Additional striping and decal hourly rate charge	N/C	N/C	$30.00
Towing Charge per vehicle if applicable	**$65.00**	$100.00	$125.00

Bass Annie - low bid in 4 of 8 categories above
Dick Diggons - low bid in 2 of 8 categories above
Bass Annie & Dick Diggons - same bid for outside repairs.

Cost Comparison
Body Repair Bid
Sealed Bid I001385

Bass Annie

Description	Hourly Repair Rate
Body Labor	$19.75
Body Supplies	$19.75
Paint Labor	$19.75
Paint Supplies	$19.75
Parts Discount	5%
Outside Repair Upcharge	10%
Striping / Decal	No charge
Towing	$65.00

Dick Diggons

Description	Hourly Repair Rate
Body Labor	$21.95
Body Supplies	$2.50
Paint Labor	$21.95
Paint Supplies	$28.00
Parts Discount	15%
Outside Repair Upcharge	10%
Striping / Decal	No charge
Towing	$100.00

Sample Billing 1	(parts, tow, labor, supplies)	Total
Parts Cost		$740.00
Discount	Cost less 5%	-$37.00
Body Labor	2.5 hrs @ 19.75	$49.38
Paint Labor	2.1 hrs @ 19.75	$41.48
Paint Supplies	2.1 hrs @ 19.75	$41.48
Body Supplies	2.5 hrs @ 19.75	$49.38
Tow Service		$65.00
Total		**$949.70**
% Difference	6.11%	

Sample Billing 1	(parts, tow, labor, supplies)	Total
Parts Cost		$740.00
Discount	Cost less 15%	-$111.00
Body Labor	2.5 hrs @ 21.95	$54.88
Paint Labor	2.1 hrs @ 21.95	$46.10
Paint Supplies	2.1 hrs @ 28.00	$58.80
Body Supplies	2.5 hrs @ 2.50	$6.25
Tow Service		$100.00
Total		**$895.02**

Sample Billing 2	(labor and supplies only)	
No Parts		$0.00
Body Labor	1.0 hrs @ 19.75	$19.75
Paint Labor	4.0 hrs @ 19.75	$79.00
Paint Supplies	4.0 hrs @ 19.75	$79.00
Body Supplies	1.0 hrs @ 19.75	$19.75
Tow Service		$0.00
Total		$197.50
% Difference	-11.93%	

Sample Billing 2	(labor and supplies only)	
No Parts		$0.00
Body Labor	1.0 hrs @ 21.95	$21.95
Paint Labor	4.0 hrs @ 21.95	$87.80
Paint Supplies	4.0 hrs @ 28.00	$112.00
Body Supplies	1.0 hrs @ 2.5	$2.50
Tow Service		$0.00
Total		$224.25

Sample Billing 3	(tow not required)	
Parts		$165.02
Discount	Cost less 5%	-$8.25
Body Labor	0.5 hrs @ 19.75	$9.88
Paint Labor	0 hrs @ 19.75	$0.00
Paint Supplies	0 hrs @ 19.75	$0.00
Body Supplies	0.5 hrs @ 19.75	$9.88
Tow Service		$0.00
Total		$176.52
% Difference	15.76%	

Sample Billing 3	(tow not required)	
Parts		$165.02
Discount	Cost less 15%	-$24.75
Body Labor	0.5 hrs @ 21.95	$10.98
Paint Labor	0 hrs @ 21.95	$0.00
Paint Supplies	0 hrs @ 28.00	$0.00
Body Supplies	0.5 hrs @ 2.5	$1.25
Tow Service		$0.00
Total		$152.49

Sample Billing 4	(paint repair only)	
Parts		$0.00
Discount	Cost less 5%	$0.00
Body Labor	0 hrs @ 19.75	$0.00
Paint Labor	3 hrs @ 19.75	$59.25
Paint Supplies	3 hrs @ 19.75	$59.25
Body Supplies	0 hrs @ 19.75	$0.00
Tow Service		$0.00
Total		$118.50
% Difference	-20.92%	

Sample Billing 4	(paint repair only)	
Parts		$0.00
Discount	Cost less 15%	$0.00
Body Labor	0 hrs @ 21.95	$0.00
Paint Labor	3 hrs @ 21.95	$65.85
Paint Supplies	3 hrs @ 28.00	$84.00
Body Supplies	0 hrs @ 2.5	$0.00
Tow Service		$0.00
Total		$149.85

Cost Comparison
Body Repair Bid
Sealed Bid I001385

Previous Billing History	Jan. - Mar. '08	Bass Annie Apply bid rates	Dick Diggons Applying Bid Rates
Parts (Entitled Discount)	$19,784.04	$18,794.84	$16,816.43
Body Labor Hrs.	611.40	$12,075.15	$13,420.23
Paint Labor Hrs.	268.80	$5,308.80	$5,900.16
Paint Supplies Hrs.	268.80	$5,308.80	$7,526.40
Body Supplies Hrs.	611.40	$12,075.15	$1,528.50
		$53,562.74	$45,191.72
% Difference	**18.52%**		

A preliminary view of the pricing structure would appear that Bass Annie may have the low bid. Sample invoicing conducted applying both rates in various scenarios. In viewing this information, there are time when both companies offer better pricing depending on the services required. It then became necessary to review previous changes for SCSO repairs to get a more accurate detail fo boby repair expenditures. Invoices for January through March 2008 for SCSO vehicle repairs were reveiwed. The reviewer was able to determine that a good part of the business is seen in body labor and the body supplies, along with a great deal of funds expended for replacement of parts. For the same period, the current vendor ordered $18,795 in parts. A 15% discount can be realized for Dick Diggons while a 5% discount is offered by Bass Annie. A majority of the hourly work is spent in body labor and body supplies which the hours run the same for each category generally. Seventy percent (70%) of these two categories. Dick Dickents is $2 higher per hour in body labor but $17.25 less per hour in body supplies. The paint labor and paint supplies only made up 30% of the work for the time period sampled. Therefore, the difference in Dick Diggon's bid compared to Bass Annie's is about a 19% savings overall.

Bidders Response Recap
Actual Dollars Spent
Jan - Mar 2008 by Category

		DICK DIGGONS BODY WORKS		BASS ANNIE, INC.		LAMB'S AUTO SERVICE, INC.	
CATEGORY	QTY	RATE	EXTENSION	RATE	EXTENSION	RATE	EXTENSION
Parts (entitled Discount)	$19,784.04	15%	$16,816.43	5%	$18,794.84	10%	$17,805.63
Body Labor Hourly Rate	611.40	$21.95	$13,420.23	$19.75	$12,075.15	$30.00	$18,342.00
Paint labor Hourly Rate	268.80	$21.95	$5,900.16	$19.75	$5,308.80	$30.00	$8,064.00
Paint Supplies Hourly Rate	268.80	$28.00	$7,526.40	$19.75	$5,308.80	$25.00	$6,720.00
Body Supplies Hourly Rate	611.40	$2.50	$1,528.50	$19.75	$12,075.15	$25.00	$15,285.00
		TOTAL	**$45,191.72**		**$53,562.74**		**$66,216.63**
		% Difference			**18.52**		**46.52**

Estimated dollar spent based on past FY07/08 expenditurees = $130,000.00

Estimated bid award amount:

Dick Diggons Body Works	$130,000.00	
Bass Annie, Inc.	$154,076.00	(+18.52%)
Lamb's Auto Service, Inc.	$190,476.00	(+46.52%)