



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 23-294, **Version:** 1

Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 4 to the Standard Agreement between the County of Monterey and Sunlite Auto Glass, Inc. to increase the not to exceed amount by \$164,000 for a total amount not to exceed \$404,000 and to extend the term for 3 additional years through June 30, 2026 for a revised term of July 1, 2018 through June 30, 2026, to allow the contractor to continue to provide glass installation services for Public Works, Facilities and Parks - Fleet Unit.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute Amendment No. 4 to the Standard Agreement between the County of Monterey and Sunlite Auto Glass, Inc. to increase the not to exceed amount by \$164,000 for a total amount not to exceed \$404,000 and to extend the term for 3 additional years through June 30, 2026 for a revised term of July 1, 2018 through June 30, 2026, to allow the contractor to continue to provide glass installation services for Public Works, Facilities and Parks - Fleet Unit.

SUMMARY/DISCUSSION:

This Amendment No. 4 to the Standard Agreement with Sunlite Auto Glass, Inc. (“Contractor”) will increase the contract in the amount of \$164,000, for a total amount not to exceed \$404,000 and extend the term to June 20, 2026. This will allow Contractor to continue to provide glass installation and chip repair services for Public Works, Facilities and Parks (“PWFP”) Fleet Services (“Fleet”) through June 30, 2026. In 2021, staff issued Request for Proposals #10801 to solicit competitive bids for vehicle glass installation and rock chip repair. The County did not receive any responses to this solicitation, and services continued to be provided by Contractor under a contract initiated in 2018.

The increase is based on projected expenditures for the next 3 years. A Request for Interest (RFI) will be published prior to contract expiration to determine if a new RFP is in the best interest of the County.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and Auditor-Controller have reviewed and approved Amendment No. 4 as to form and legality, and fiscal provisions, respectively.

FINANCING:

The Fiscal Year (FY) 2023-24 Recommended Budget going before the Board of Supervisors for adoption on June 20, 2023 includes sufficient appropriations in PWFP- Fleet (Fund 001, Department 3200, Unit 8577, Appropriations Unit PFP065) to finance Amendment No. 4. The Unit budget will be reviewed for available funds prior to securing services. Future fiscal year budgets will allocate funding for services as part of the annual budget development process.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The Board’s approval of the recommended agreement will allow the County to continue to provide automotive glass installation to fit the County’s operational needs.

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Armelita C. Mabul, Management Analyst II, 755-4944

Reviewed by: Richard W. Buell, Fleet Manager, 755- 4984
Lindsay Lerable, Chief of Facilities

Approved by: Randy Ishii, MS, PE, TE, PTOE
Director of Public Works, Facilities and Parks

The following attachments are on file with the Clerk of the Board:

- Attachment A - Amendment No. 4
- Attachment B - Amendment No. 3
- Attachment C - Amendment No. 2
- Attachment D - Amendment No. 1
- Attachment E - Standard Agreement
- Attachment F - Summary of Expenditures by FY