



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 7/22/2025

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2550

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Blanket Purchase Order Agreements for Auto Body Repair and Related Services

Recommended Action:

Authorize the Purchasing Agent to execute the six (6) Blanket Purchase Order Agreements with the following auto body repair providers: MGT Collision LLC (dba "Marquis Auto Body"); Precision Frame and Body Shop; Ludeman Enterprises, Inc. (dba "Western Auto Body"); Zappelli Body Shop, Inc.; Maniar Corporation (dba "Best Truck Body"); and G & C Autobody, Inc., for as-needed auto body repair and related services, for a one-year term with four (4) one (1) year extension options.

Executive Summary:

The Sonoma County Public Infrastructure Department (SPI), Purchasing Division (Purchasing), is requesting the Board approve six Blanket Purchase Order (BPO) Agreements for auto body repair and related services on an as-needed basis. If approved, these Agreements would be available for use by all County Departments (and affiliated public entities).

Discussion:

In order to maintain the County fleet of light passenger cars, trucks, and heavy equipment, the Sonoma County Department of Public Infrastructure (SPI) Purchasing Division is requesting approval to enter into six Blanket Purchase Order (BPO) Agreements for auto body repair and related services on an as-needed basis. If approved, the BPO's will be available for use by all County departments and affiliated public entities, including Sonoma County Water Agency, Sonoma County Community Development Commission, and Special Districts. Work requests pursuant to these agreements would be issued by individual departments to define specific required scope of work and estimated cost prior to commencing any work, upon satisfactory completion of services and receipt of invoice departments issue payments against the established Blanket Purchase Order agreements. The proposed Agreements have no guaranteed minimum or maximum amounts of usage and will be used based on identified departmental and County needs.

The Purchasing Division issued a request for proposals (RFP) soliciting submittals to three hundred eighty-seven bidders/suppliers for as-needed auto body repair services. Six (6) responses were received: MGT Collision LLC DBA Marquis Auto Body, Precision Frame and Body Shop, Western Auto Body, Zappelli Body Shop, Maniar Corp DBA Best Truck Body and G&C Autobody. The evaluation committee reviewed and

recommended for award to all six service providers, the proposal reviews were based on professional experience, possession of professional certifications, business location, and cost of services.

If approved, the proposed Blanket Purchase Order Agreements will make as-needed auto body repair services available for all County departments. These proposed Blanket Purchase Order agreements will replace multiple individual managed department agreements for these services, this consolidation reduces administrative workload, internal processing time, and lowers overall transactional costs. Although these BPO agreements are primarily utilized by the SPI and SCWA Fleet Divisions, they are available for use by all County departments and affiliated agencies on an as-needed basis.

When a need for services is identified, individual departments will contact the selected service providers to request a quote and define the specific scope of work required. The department will issue a work order to the selected provider to authorize the commencement of services based on the approved scope and cost estimate. The requesting department will review invoices for accuracy and completion. Upon approval, payment will be processed against the corresponding BPO in accordance with County procurement and payment procedures.

The Purchasing Agent accordingly recommends approval of the Agreements.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			

Use of Fund Balance			
General Fund Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Appropriations for costs to be incurred under these Blanket Purchase Order Agreements will be available through Department Adopted Budgets and utilized only when the services are deemed necessary by Department management. The countywide cost for auto body repair and related services the last two years has averaged \$275,000.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Blanket Purchase Order Professional Services Agreements:

- 1 – Marquis Auto
- 2 – Precision Frame and Body Shop
- 3 – Western Auto Body
- 4 – Zappelli Body Shop
- 5 – G&C Autobody
- 6 – Maniar Corp DBA Best Truck Body

Related Items “On File” with the Clerk of the Board:

None