

**WHATCOM COUNTY COUNCIL AGENDA BILL**

NO. 2018-050

<i>CLEARANCES</i>	<i>Initial</i>	<i>Date</i>	<i>Date Received in Council Office</i>	<i>Agenda Date</i>	<i>Assigned to:</i>
Originator:	SW	01/19/18	<p>RECEIVED</p> <p>JAN 23 2018</p> <p>WHATCOM COUNTY COUNCIL</p>	1/30/18	Finance /Council
Division Head:					
Dept. Head:					
Prosecutor:					
Purchasing/Budget:	BB	1/19/18			
Executive:	TAS	1/22/18			

**TITLE OF DOCUMENT:** Approval to Purchase Auto Accident Management Services (auto body repair services)

**ATTACHMENTS:** Memos from Finance and Public Works

SEPA review required ( ) Yes ( x ) NO      Should Clerk schedule a hearing? ( ) Yes ( x ) NO  
 SEPA review completed? ( ) Yes ( x ) NO      Requested Date:

**SUMMARY STATEMENT OR LEGAL NOTICE LANGUAGE:** (If this item is an ordinance or requires a public hearing, you must provide the language for use in the required public notice. Be specific and cite RCW or WCC as appropriate. Be clear in explaining the intent of the action.)

Public Works is requesting approval to purchase auto body repair services using the Washington State Contract #05015 (expires 10/01/2019). Services are handled through The CEI Group, and the authorized local vendor is Gitt's Autobody located in Ferndale. Purchases are based on actual need, and annual expenditures will not exceed \$70,000.00. This is a regularly budgeted expenditure.

**COMMITTEE ACTION:**

**COUNCIL ACTION:**

**Related County Contract #:**

**Related File Numbers:**

**Ordinance or Resolution Number:**

**Please Note:** Once adopted and signed, ordinances and resolutions are available for viewing and printing on the County's website at: [www.co.whatcom.wa.us/council](http://www.co.whatcom.wa.us/council).



DATE: January 19, 2018  
TO: Jack Louws, County Executive  
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 10/01/2019) 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.

AS Finance Manager

Approved as recommended:

\_\_\_\_\_  
County Executive

Date of Council Action \_\_\_\_\_



Jon Hutchings

Director

## MEMORANDUM

**To:** Brad Bennett, AS Finance Manager

**Through:** Jon Hutchings, Public Works Director *JH*

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

**Date:** January 3, 2018

**Re:** Washington State Contract #05015 (Vehicle Accident Management Services)

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- **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, 2019. The current state contract term is for the period of 03/10/2016 through 10/01/2019.

VENDOR	STATE CONTRACT	EXPIRATION DATE	ANNUAL EXPENDITURES NOT TO EXCEED
The CEI Group	05015	October 1, 2019	\$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 2017 - 2018 Budget process. Annual expenditures were \$21,603 for 2015, \$42,395 for 2016, and \$30,787 for 2017.

- **Recommended Action**

Please approve this purchase and forward to the Executive and the Whatcom County Council for approval at the January 30, 2018 Whatcom County Council Meeting.

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