

1 BILL NO. S-22-07-19

2 SPECIAL ORDINANCE NO. S-_____

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4 **AN ORDINANCE** approving the awarding of FRAME
5 SERVICE ALIGNMENT AND BODY REPAIR FOR
6 CITY VEHICLES AND EQUIPMENT - (\$190,000.00)
7 by the City of Fort Wayne, Indiana, by and through its
8 Department of Purchasing and FOX & FOX FRAME
9 SERVICE for the FLEET OPERATIONS
10 DEPARTMENT.

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12 **NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF**
13 **THE CITY OF FORT WAYNE, INDIANA;**

14 **SECTION 1.** That FRAME SERVICE ALIGNMENT AND BODY REPAIR
15 FOR CITY VEHICLES AND EQUIPMENT between the City of Fort Wayne, by and
16 through its Department of Purchasing and FOX & FOX FRAME SERVICE for the
17 FLEET OPERATIONS DEPARTMENT, respectfully for:

18 Sublet body repairs for City vehicles and equipment involved in
19 accidents;

20 involving a total cost of ONE HUNDRED NINETY THOUSAND AND 00/100
21 DOLLARS - (\$190,000.00) all as more particularly set forth in said FRAME
22 SERVICE ALIGNMENT AND BODY REPAIR FOR CITY VEHICLES AND
23 EQUIPMENT which is on file in the Office of the Department of Purchasing, and is
24 by reference incorporated herein, made a part hereof, and is hereby in all things
25 ratified, confirmed and approved.
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SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Council Member

APPROVED AS TO FORM AND LEGALITY

Malak Heiny, City Attorney

COUNCIL DIGEST SHEET

Enclosed with this introduction form is a tab sheet and related material from the vendor(s) who submitted bid(s). Purchasing Department is providing this information to Council as an overview of this award.

RFPs & BIDS

Bid/RFP #	Fox & Fox Frame Service
Awarded To	Fox & Fox Frame Service Alignment and Body repair
Amount	\$190,000
Conflict of interest on file?	☒ Yes ☐ No
Number of Registrants	
Number of Bidders	
Required Attachments	

EXTENSIONS

Date Last Bid Out	Weekly quoting event.
# Extensions Granted To Date	

SPECIAL PROCUREMENT

Contract #/ID (State, Federal, Piggyback--Authority)	
Sole Source/ Compatibility Justification	

BID CRITERIA (Take Buy Indiana requirements into consideration.)

Most Responsible, Responsive Lowest	☒ Yes ☐ No <i>If no, explain below</i>
If not lowest, explain	Bid out weekly, Ding Day by local body shops throughout area. Ding day is every Tuesday morning @ 9:00 AM. Low quote service award

COUNCIL DIGEST SHEET

COST COMPARISON

<i>Increase/decrease amount from prior years For annual purchase (if available).</i>	
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DESCRIPTION OF PROJECT / NEED

<i>Identify need for project & describe project; attach supporting documents as necessary.</i>	Sublet body repairs from City vehicles and equipment involved in accidents. These purchases previously were handled by the Fleet Maintenance contractor.

REQUEST FOR PRIOR APPROVAL

<i>Provide justification if prior approval is being requested.</i>	

FUNDING SOURCE

<i>Account Information.</i>	Sublet 406CNTC3 5362

Memo

To: City Council

From: Larry Campbell CPFP

Date: July 15, 2022

Re: Fox & Fox Frame Service, Body repairs

Fox & Fox does a lot of the City body repairs from accidents throughout the year. The units are bid out weekly.

How ding day works for the City is those units that were involved in an accident the previous week are to be brought in every Tuesday morning by 9:00 am, then the following process;

- Body shops throughout the city and area come in and give quotes on the units to repair.
- The body shop then sends/emails the quotes to the service writer. Quotes have to be back in by Thursday morning.
- All quotes for each unit are put to a PDF file then sent to the Fleet Director for approval
- Fleet director looks over and awards to the lowest most responsive quote
- Departments are then notified to bring back in for repair.