

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

July 27, 2021

FROM

RON LINDSEY, Director, Fleet Management Department

SUBJECT

Update to Standard Revenue Contract Template for Services

RECOMMENDATION(S)

1. Approve update to existing standard revenue contract template for vehicle and equipment maintenance, repair, replacement parts, and fueling services, to include insurance requirements and electronic signature language that conform with current County policy.
2. Authorize the Director of the Fleet Management Department to execute standard revenue contracts for vehicle and equipment maintenance, repair, replacement parts, and fueling services on behalf of the County.
3. Authorize the Director of the Fleet Management Department to exercise automatic one-year extensions on behalf of the County after the initial three-year term.

(Presenter: Ron Lindsey, Director, 387-7870)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

Pursue County Goals and Objectives by Working with Other Agencies.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost) as the Fleet Management Department (Fleet) is financed through Board of Supervisors (Board) approved rates paid by other County departments and agencies. The cost of services and supplies will be fully reimbursed by revenue received from the outside entities. Costs will be based upon the annual Board approved rates in effect at the time service is provided. Sufficient appropriation and revenue have been included in Fleet's 2021-22 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

Fleet provides vehicles, equipment, and services to the officials and employees of the County so that they, in turn, may provide services that promote the health, safety, well-being, and quality of life to the residents of the County. Fleet is an internal service fund that recovers all expenses through Board approved rates. Fleet also provides vehicle and equipment maintenance and repair services and/or fuel services to outside governmental and quasi-governmental agencies such as the Housing Authority of San Bernardino County, the City of Needles, and ~~the~~ Rapid Transit District ~~Mountain Area~~.

The standard revenue contract template has been updated to include current insurance requirements and electronic signature language. This standard revenue contract template is applicable to non-County entities for Fleet's services as listed in Exhibit A, and requires an external customer to adhere to Federal, State, County, and Fleet policies and procedures

regarding services. Each contract will remain in effect for a period of three-years with the automatic renewal for successive one-year terms, thereafter. Rates are subject to change annually and are effective July 1st each year, or mid-year, as approved by the Board.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on June 8, 2021; Purchasing (Stacey Chou, Lead Buyer, 387-7854) on April 23, 2021; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on May 20, 2021; and County Finance and Administration (Kelly Welty, Deputy Executive Officer, 387-2073) on May 20, 2021.