Weatherford City Council

AGENDA REPORT

Meeting Date:	May 27, 2025	**Staff Contact:**	Hannah Seymour, Accounting Manager
Item Number:	2025-279-AR	**Phone:**	682-229-2577

SUBJECT: Consider awarding RFP No. 2025-012 for fleet maintenance and repair services to multiple vendors, Sargent's R&B1 LP and Christian Brothers Automotive Weatherford, in an annual amount not to exceed $125,000.

BACKGROUND/DISCUSSION

The City issued a Request for Proposals (RFP) for fleet services on March 22, 2025, to address the growing need for efficient, cost-effective, and responsive maintenance and repair of City-owned vehicles. The City's current arrangement has proven limited in both capacity and turnaround times, impacting operational readiness across departments, including Public Works, Utilities, and Public Safety.

The RFP scope included key service elements such as:

- Preventive maintenance and repair
- Emergency and priority response capabilities
- Turnaround time requirements
- Reporting and billing transparency

Proposals were due on April 16, 2025, at 2:00 p.m., and a total of three proposals were received.

The initial contract term will begin upon execution and run through the end of FY25. Thereafter, the City may exercise annual extensions based on performance, service needs, and available funding.

Analysis

After a thorough evaluation by the internal review committee—comprised of staff from Finance, Public Works, Public Safety, and Utilities—it was determined that awarding to two vendors is in the City's best interest due to the following reasons:

1. **Capacity and Coverage**
   No single bidder demonstrated the ability to meet the City's full fleet needs across all vehicle types and service categories. Awarding to two vendors ensures broader service capacity and helps reduce turnaround delays.

2. **Geographic/Service Specialization**
   Sargent's R&B1 LP specializes in heavy-duty equipment and emergency vehicle response, while Christian Brothers Automotive – Weatherford offers rapid service for light-duty vehicles and preventive maintenance.

Utilizing both vendors allows the City to leverage each provider's strengths.

3. **Cost Effectiveness and Competition**
   Dual awards preserve a competitive environment and provide flexibility to direct work to the most cost-effective or responsive vendor based on the specific needs and urgency of the service.

4. **Reduced Risk**
   Engaging two service providers mitigates the risk of service delays or disruptions due to individual vendor capacity constraints or availability issues.

FINANCIAL IMPACT

All fleet maintenance and repairs are funded through each departments operating budget.

SUGGESTED ACTION

Staff recommends that the City Council award RFP No. 2025-012 to multiple vendors, Sargent's R&B1 LP and Christian Brothers Automotive – Weatherford, and authorize the City Manager to execute contracts for fleet maintenance and repair services to support the upkeep of the City of Weatherford's departmental fleet, for a cumulative amount not to exceed $125,000 annually.

ATTACHMENTS

- RFP No. 2025-012 Pricing Sheet
- Draft_Service Agreement Christian Brothers Automotive
- Draft_Service Agreement Sargent's R&B1 LP