



Trisha Tillotson  
Community Development Agency Director

David Garcia  
Director of Public Works

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## NEVADA COUNTY BOARD OF SUPERVISORS

### Board Agenda Memo

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**MEETING DATE:** March 24, 2026  
**TO:** Board of Supervisors  
**FROM:** David Garcia, Director of Public Works  
**SUBJECT:** Resolution approving an increase to PO-00000077 between the County of Nevada and West Coast Frame Collision, Inc., for a revised amount not to exceed \$122,000 in Fiscal Year 2025/26 and authorizing the Purchasing Agent to encumber the contract – All Districts

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**RECOMMENDATION:** Adopt the attached Resolution.

**FUNDING:** Funding is approved and included in the FY2025-26 Fleet Management budget. Reimbursement for the cost is collected through Fleet repair journals and charged out to the assigned department. A budget amendment is not required and there is no impact to the General Fund.

**BACKGROUND:** On October 1, 2025, the County established a blanket purchase order PO-00000077 with West Coast Frame Collision, Inc., in the amount not to exceed \$50,000. Vendor was chosen due to the specialized work required on heavy truck and equipment for fabrication, installation, and repair services, including truck beds, trailers, and transfer units. Scope of service includes body work, frame straightening, and painting completed in a timely manner and consistent with industry standards.

The original quote submitted by West Coast Frame Collision included upfit for 1 large equipment transfer trailer and 1 Peterbilt truck with an estimated amount not to exceed \$48,671. In early February, revised estimates were submitted by West Coast Frame Collision that included an additional change order amount of \$13,545 for work completed after assembly and testing.

In addition to the one truck/trailer unit currently at West Coast Frame Collision, Fleet has a second truck/trailer unit that requires upfit repair work in an estimated not to exceed amount of \$60,000.

West Coast Frame Collision is the preferred vendor to provide this service due to its proximity in location to Fleet Services and their ability to complete the installation, repairs, and paint at one facility.

Therefore, Fleet is requesting Board approval to increase PO-00000077 by \$72,000 for a total not to exceed \$122,000 and authorizing the Purchasing Agent to execute a 10% change order authority should further unforeseen issues arise with the additional upfit unit.

The Nevada County Purchasing Policy Section 4.6 (a) allows for a sole source without a competitive bid process for a product or service which is the only product or service that satisfies the department's operational requirements, usually because of a technological, specialized, or unique character, or proprietary nature.

**Attachments:**

1. Resolution approving the increase to PO-00000077 between the County of Nevada and West Coast Frame Collision, Inc.
2. Repair cost estimate from West Coast Frame
3. Sole Source Form – West Coast Frame

**Item Initiated by:** Josh Hylinski, Fleet Services Manager  
**Approved by:** David Garcia, Director of Public Works