

Agenda Report

To: CITY COUNCIL **DATE:** June 24, 2002
FROM: CITY MANAGER
SUBJECT: Purchase Order Contract to Purchase Three One-Ton Utility Body Trucks

RECOMMENDATION

It is recommended that the City Council: i) accept the bid dated April 12, 2002, submitted by Thorson Motor Company in response to specifications for three Utility body trucks for the Water and Power Department, ii) and authorize the issuance of a purchase order contract to Thorson Motor Company, Inc. in an amount not to exceed \$140,638.

BACKGROUND:

The Water and Power Department uses utility trucks for repairing, installing and maintaining the City's substation system. The department is requesting three new utility trucks; one will replace a 1984 vehicle that due to its age is no longer reliable or economical to maintain (vehicle maintenance history report attached). The other two trucks are new vehicles that will be used to support an increase in crew personnel. The department has been shuttling staff to various job locations using one vehicle. Personnel in this area have increased from five to eleven people. Eventually, a full complement of twelve staff will be utilized for these functions. The additional trucks will increase the efficiency of service provided by the electrical construction crews.

On March 28, 2002, Notices Inviting Bids were published in *The Pasadena Journal* and posted on the City's web page for the purchase of three utility body trucks. In addition, specifications were sent to eleven businesses on the Purchasing Division's vendor list. The Water and Power department specified specialized build outs for these trucks to meet their particular needs. Only one bid was received and opened in the City Clerk's Office, on April 12, 2002.

The bid from Thorson Motor Company to provide the three utility body trucks for a total of \$140,638 is responsive to the bid specifications. Therefore, it is recommended that Thorson Motor Company be awarded the purchase order for modifying the four step vans in an amount not to exceed \$140,638.

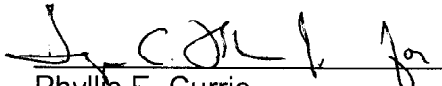
FISCAL IMPACT

Sufficient funds are available in the FY 2003 approved budget for the utility trucks in account 8505-401-843320-0395.

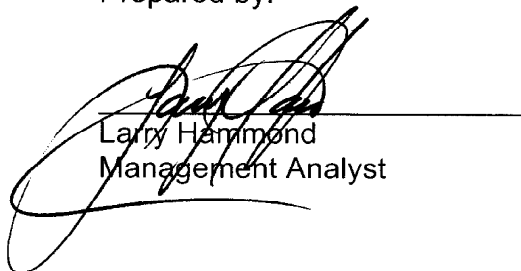
Respectfully submitted,


Cynthia J. Kurtz
City Manager

Approved by:


Phyllis E. Currie
General Manager
Water and Power Department

Prepared by:


Larry Hammond
Management Analyst

Attachment