

Agenda Report

June 18, 2018

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: PURCHASE ORDER CONTRACT AWARD TO RACEWAY FORD FOR PURCHASE OF THREE FORD PICK UP TRUCKS FOR A NOT-TO-EXCEED AMOUNT OF \$79,508

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. Accept the bid dated May 8, 2018 submitted by Raceway Ford in response to specifications for Three Ford Pick Up Trucks and authorize the issuance of a purchase order contract with Raceway Ford in an amount not to exceed \$79,508 for the purchase of three Ford Pick Up Trucks.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) is responsible for maintaining the City's fleet, including the replacement of vehicles that are part of the City's Fleet Replacement Program. Each year, staff identifies City vehicles that qualify for replacement based on criteria including age, mileage, condition and lifetime maintenance costs. Once a vehicle is identified for replacement, staff evaluates the intended use of the vehicle being replaced and determines the replacement vehicle which best meets the needs of the Department for the work being performed.

The vehicles being replaced as part of this purchase (vehicle numbers 1929, 1798, and 2178) belong to the Street Maintenance and Integrated Waste Management (SMIWM) and Parks and Natural Resources (PNR) divisions of the Department of Public Works. The vehicles being replaced meet the criteria for replacement of 10 years and 100,000 miles. The total salvage value for the three vehicles is estimated at \$6,000 and will be

returned to the Fleet Replacement Fund. Attachment A contains the Vehicle Condition Report for each vehicle being replaced.

On April 19, a Notice Inviting Bids for the purchase of Three Ford Pick Up Trucks was published in the *Pasadena Journal* and posted on the City's website, which generated notices to 403 vendors. Fourteen vendors downloaded the bid documents, one of which was located in Pasadena.

Two vendors submitted a bid by the bid closing date of May 8, 2018. The bid result is as follows:

Bidder		Amount (\$)
1. Raceway Ford	Riverside, CA	\$79,508
2. Reynolds GMC	Covina, CA	NON-RESPONSIVE

The Department of Public Works recommends that Raceway Ford be awarded the purchase order contract as they are the lowest responsive and responsible bidder. The City of Pasadena has done business with this vendor in the past, issuing purchase orders for vehicle purchases totaling \$597,292 since fiscal year 2000. Raceway Ford will deliver the trucks within 90 days of receipt of the purchase order.

COUNCIL POLICY CONSIDERATION:

Approval of this contract award addresses the City Council's goals of maintaining fiscal responsibility and stability and ensuring public safety.

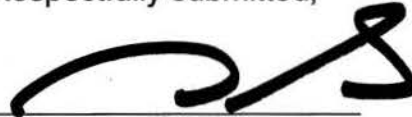
ENVIRONMENTAL IMPACT:

This purchase complies with all South Coast Air Quality Management District rules and regulations.

FISCAL IMPACT:

The total cost of this action is \$79,508. Funding for this fiscal year will be addressed by utilization of existing budgeted appropriations in the Fleet Replacement Fund budget account 850500-50322060.

Respectfully submitted,



ARA MALOYAN, P.E.
Director of Public Works

Prepared by:



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Approved by:



STEVE MERMELL
City Manager

Attachment A: Vehicle Condition Report