

# Agenda Report

September 21, 2020

**TO:** Honorable Mayor and City Council  
**FROM:** Department of Public Works  
**SUBJECT:** **CONTRACT AWARD TO BOB WONDRIES MOTORS (DBA: WONDRIES FLEET GROUP) FOR SERVICE AND REPAIR WORK ON CITY-OWNED FORD AUTOMOBILES FOR AN AMOUNT NOT TO EXCEED \$625,000 FOR UP TO FIVE YEARS**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that this action is exempt under 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. i) Accept the bid dated July 31, 2020 submitted by Bob Wondries Motors dba Wondries Fleet Group (Bob Wondries) in response to specifications for Ford automobile service and repair; ii) reject all other bids; and iii) authorize the City Manager to enter into a contract with Bob Wondries for an amount not to exceed \$375,000 (which includes \$9,000 in contingency) over a three-year period with the option for two additional one-year extensions in the annual amount of \$125,000 (which includes \$3,000 in contingency), at the discretion of the City Manager, for a maximum total contract length of five years and a total contract amount of \$625,000.

## **BACKGROUND:**

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) repairs and maintains the City's fleet of over 1,100 vehicles, approximately 350 of which are manufactured by Ford. The City's fleet of Ford vehicles include service trucks and police cruisers that perform vital and diverse tasks in the field.

While City employees continue to perform a range of maintenance and repairs on City-owned vehicles, BSFMD outsources specialized and highly technical work to authorized vendors on an as-needed basis to ensure timeliness of repairs and to provide availability of the vehicles with minimal downtime especially for these safety vehicles and service trucks used to provide essential services to the community.

On July 1, 2020 a Notice Inviting Bids for Authorized Ford Service and Repair was published in the paper as well as posted on PlanetBids. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 9 vendors downloaded the Specifications of which none were local. A total of 2 bids were received by the bid closing date, August 4, 2020 from non-local firms. Over 20 Ford dealerships located in Southern California were also notified of this bidding opportunity. As there are no authorized Ford service centers in Pasadena, staff was unable to identify local vendors that provide this specialized service.

**BID RESULTS:**

Per the bid specifications, bidders were asked to provide an hourly labor rate charge for authorized repairs on Ford vehicles and a percentage discount to the parts list price. This discount will be applied at the time of purchase for each automotive part included in a repair order placed by the City throughout the life of the contract.

Bids received by the bid closing date of August 4, 2020 are as follows:

Bidder		Amount (\$)
1. Bob Wondries Ford	Alhambra, CA	\$165,500
2. Derotic Emergency Equipment	El Dorado Hills, CA	\$204,000

Bob Wondries is located in Alhambra, CA and has been in business for over 65 years. The City has been doing business with Bob Wondries Ford since 1997 spending an aggregate total of \$3,460,402 for automotive related purchases and services. Based on prior years' actual expenditures for Ford service and repairs, staff estimates an annual need of \$122,000.

Since Bob Wondries is the lowest responsive and responsible bidder, staff recommends that Bob Wondries be awarded a three year contract term with an option for two one year extension period, renewable at the discretion of the City Manager.

The contract amount will be set as follows:

	Year 1 to 3	Year 4 Optional 1 <sup>st</sup> Extension	Year 5 Optional 2 <sup>nd</sup> Extension
Base Bid	\$366,000	\$122,000	\$122,000
Contingency Allowance	<u>\$ 9,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>
	\$375,000	\$125,000	\$125,000
		<b>TOTAL</b>	<b><u>\$625,000</u></b>

The contingency allowance is for Consumer Price Index adjustments

**COUNCIL POLICY CONSIDERATION:**

This purchase supports the City Council's strategic goal to maintain fiscal responsibility and stability.

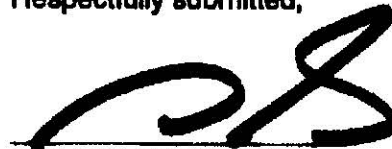
**ENVIRONMENTAL IMPACT:**

This action is exempt from CEQA pursuant to State CEQA Guidelines Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment.

**FISCAL IMPACT:**

The cost of this contract is \$375,000 and the total cost of this action will be \$625,000. Funding will be addressed by the utilization of existing budgeted appropriations in the Department of Public Works, BSFMD operating budget account 51 122058-823600. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,



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Director of Public Works

Prepared by:



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Public Works Administrator (BSFMD)

Approved by:



STEVE MERMELL  
City Manager