

Agenda Report

DATE: October 25, 2004

TO: CITY COUNCIL

THROUGH: FINANCE COMMITTEE (10/25/04)

FROM: CITY MANAGER

SUBJECT: AUTHORIZE PURCHASE OF 20 COMPACT VEHICLES FOR
BUILDING INSPECTORS AND CODE COMPLIANCE OFFICERS
FOR USE IN PERFORMANCE OF DAILY INSPECTION
ASSIGNMENTS

RECOMMENDATION

It is recommended that the City Council:

- 1) Accept the bid dated August 26, 2004 submitted by Pasadena Ford in response to specifications for the purchase of twenty compact vehicles;
- 2) Reject all other bids;
- 3) Authorize the issuance of a purchase order contract to Pasadena Ford for an amount not to exceed \$275,759.
- 4) Approve a journal voucher appropriating \$35,759 from the Unappropriated Building Services Fund to account number 8505-204-447100.

BACKGROUND

The Planning and Development Department's Building Inspectors and Code Compliance Officers are responsible for performing inspections throughout the City. Historically, the Building Inspectors and Code Compliance Officers have used their own vehicles to conduct City business. The Building Inspectors performed approximately 26,000 inspections and the Code Enforcement Officers performed approximately 10,000 occupancy and code enforcement inspections in Fiscal Year 2004. To relieve the burden of providing personal vehicles and to assure residents that a City employee is conducting an official inspection on their premises, a City vehicle will be purchased for each officer and inspector. Additionally, the vehicles can be used in disaster response efforts, in which building inspectors play a vital role in assessing structural damage and building safety. The vehicles will be parked at the City structure located at 150 E. Holly Street.

On August 26, 2004, a notice inviting bids was sent out and published in The Pasadena Journal. Seven responses were received and opened in the City Clerk's

Office on September 20, 2004. The bid results are as follows:

Quotation Summary – PWF#5-145

Vendor	Amount
Pasadena Ford*	\$273,001
Barber Ford	\$274,842
Thorson Motor Center*	\$293,071
Glendora Dodge	\$279,948
Ed Butts Ford	\$290,283
Ramsey Street Ford	\$309,262

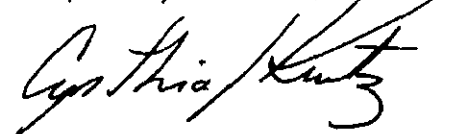
*The actual bid price received from Pasadena Ford was \$275,759, however, pursuant to the Pasadena Municipal Code, local vendors receive a one-percent sales tax preference solely for the purpose of comparing bids. Therefore, the amount for bid comparison is \$273,001 with the City appropriating \$275,759 for the purchase order contract.

Based on the response to the request for bids, staff recommends purchasing the vehicles from Pasadena Ford, the lowest responsive and responsible bidder. The City reviewed the cost of hybrid vehicles and found the cost prohibitive.

FISCAL IMPACT

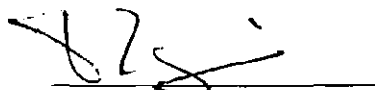
The Planning and Development Department budgeted \$324,000 in the Fiscal Year 2005 operating budget for the purchase (\$240,000) and an annual operating cost of \$84,000 for the twenty vehicles. A one time additional appropriation of \$35,759 will be required to pay for the purchase of the vehicles, which brings the total cost to \$359,759. Sufficient funds are available in the Building Services Fund.

Respectfully submitted,




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City Manager

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