



# Agenda Report

April 11, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Water and Power Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A PURCHASE ORDER CONTRACT WITH FRONTIER FORD FOR THE PURCHASE OF FOUR FORD ESCAPES IN AN AMOUNT NOT TO EXCEED \$89,851 FOR THE WATER AND POWER DEPARTMENT.**

**RECOMMENDATION:**

It is recommended that the City Council:

1. Find the proposed 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 January 28, 2016 submitted by Frontier Ford in response to Specifications LD-15-10; reject all other bids; and authorize the City Manager to enter into a purchase order contract with Frontier Ford for an amount not to exceed \$89,851 for four Ford Escapes.

**BACKGROUND:**

Pasadena Water and Power Department ("PWP") Power Engineering and Utility Planning Services perform various engineering services for the City's electrical distribution system, providing reliable power and utility designs for new and renovation construction projects. Engineering staff is required to visit job sites and to perform field work investigations. The fiscal year 2016 operating budget approved by the City Council includes funds to replace three Sport Utility Vehicles ("SUV") in addition to one new SUV to support these workgroups.

Vehicle 01228 is 21 years old, has been driven 76,381 miles and has accrued approximately \$30,180 in costs. Vehicle 01518 is 18 years old, has been driven 90,770 miles and has accrued approximately \$32,821 in costs. Vehicle 01781 is 13 years old, has been driven 37,000 miles and has accrued approximately \$16,427 in costs. These vehicles will continue to require costly repairs that will keep them out of service for extended periods of time. It is recommended that these vehicles will be declared surplus and disposed of in accordance with City policy.

The four new 2017 Ford Escapes use unleaded fuel and comply with all South Coast Air Quality Management District ("SCAQMD") rules and regulations for passenger vehicle engine emissions and clean air standards in the South Coast basin.

A Notice Inviting Bids to Furnish and Deliver 2016 SUV(s) for the Water and Power Department was published on January 28, 2016. On February 16, 2016, four responsive bids were received as follows:

<b><u>Vendor:</u></b>	<b><u>Bid Amount</u></b>
<b>Frontier Ford, Santa Clara , CA</b>	<b>\$89,851.00</b>
Lake Chevy, Lake Elsinore , CA	\$93,116.64
Thorson Motor Center, Pasadena , CA (includes 1% local preference)	\$96,074.55
California Auto Mall, Van Nuys, CA	\$107,291.00

Frontier Ford was the lowest responsive bidder that met all requirements of the specifications and is recommended to receive the contract award. Staff recommends that City Council authorize a purchase order contract to Frontier Ford in an amount not to exceed \$89,851 for four Ford Escapes. Vehicles will be delivered within three months.

The City has awarded nine purchase order contracts to Frontier Ford for a total of \$621,604 for the purchase of super duty crew cabs, pickup trucks and extended cabs for the water and power divisions of PWP. The proposed contract complies with the Competitive Bidding and Purchasing Ordinance P.M.C.4.08 and the rules and regulations promulgated there under.

**COUNCIL POLICY CONSIDERATION:**

By providing PWP Engineering staff with the vehicles needed to perform their duties, the proposed purchase is consistent with the Public Facilities Element of the General Plan and supports the City Council's goal to improve, maintain and enhance public facilities infrastructure and to implement capital improvements that will maintain and rehabilitate infrastructure.

**ENVIRONMENTAL ANALYSIS:**

The proposed action is exempt from 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. The purchase complies with SCAQMD fleet rule 1191 clean on road public passenger vehicles and with the California Air Resources Board ("CARB") rules.

**FISCAL IMPACT:**

The maximum cost of this action is \$89,851. Funding for this action will be addressed by utilizing 100% of existing appropriations in the Power Fund's Transportation Equipment accounts 46003922-850510-03400-25461-46003922-850509 for one new SUV and the replacement of vehicle #01781. Replacement of vehicles #01228 and #01518 will be appropriated from 48803922-850510-03400-25461-48803922-850509 (75% Light and Power Fund) and account 49006732-850510-01500-53410-49006732-850509 (25% Water Fund). It is anticipated that the purchase costs will be spent in fiscal year 2016.

Maintenance, repair and fuel costs are anticipated to be approximately \$20,000 per vehicle over the life span of the vehicles. Sufficient funds will be requested annually in the operating budget accounts for maintenance and fuel costs. The vehicles will be under warranty for five years, and no maintenance expenses will be expected during that time except for routine oil changes and tire replacements.

Respectfully submitted,



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