

Agenda Report

September 17, 2018

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: PURCHASE ORDER CONTRACT AWARD TO RACEWAY FORD FOR PURCHASE OF FIVE OUTFITTED FORD TRANSIT VANS FOR A NOT-TO-EXCEED AMOUNT OF \$160,718

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 applies to projects that may have an effect on the environment; and
2. Rescind the purchase order contract award for Five Outfitted Ford Transit Vans originally awarded to South Bay Ford on June 18, 2018 for \$155,271; and
3. Accept the bid dated May 1, 2018 submitted by Raceway Ford in response to specifications for Five Outfitted Ford Transit Vans and authorize the issuance of a purchase order contract with Raceway Ford in an amount not to exceed \$160,718 for the purchase of Five Outfitted Ford Transit Vans; and
4. Reject all other bids received in response to specifications for Five Outfitted Ford Transit Vans.

BACKGROUND:

The Department of Public Works Building Systems and Fleet Management Division 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.

During this year's evaluation, vehicles for Public Works, the Department of Transportation (DOT) and the Department of Information Technology (DoIT) were identified for replacement (vehicle numbers 526, 1639, 1655, 1679, and 1921). Based on the intended uses, staff recommended transit vans as the replacement vehicle. Three of the vehicles being replaced will be used by Public Works staff in the Electrical, Plumbing and Carpentry shops for building maintenance related work; one vehicle will be used by DOT staff for the parking meter program and the final vehicle will be used by DoIT staff to respond to service calls and to transport various types of computer equipment. The proposed vans will ideally meet the needs of all three Departments.

The vehicles being replaced all meet the criteria for replacement of 10 years and 100,000 miles. The total salvage value for the five vehicles is estimated at \$10,000 and will be returned to the Fleet Replacement Fund. Attachment A contains the Vehicle Condition Report for each vehicle being replaced.

On March 22, 2018, a Notice Inviting Bids for the purchase of Five Outfitted Ford Transit Vans was published in the *Pasadena Journal* and posted on the City's website, which generated notices to 331 vendors. Seventeen vendors downloaded the bid documents, none were local.

Four vendors submitted a bid by the bid closing date of May 1, 2018. The bid result is as follows:

Bidder		Amount (\$)
1. Raceway Ford	Riverside, CA	\$160,718
2. Robins Ford	Costa Mesa, CA	\$169,388
3. Reynolds GMC	Covina, CA	NON-RESPONSIVE
4. South Bay Ford	Hawthorne, CA	NON-RESPONSIVE

The apparent low bid was submitted by South Bay Ford of Hawthorne, CA. On June 18, 2018, City Council authorized a purchase order contract with South Bay Ford for the purchase of Five Outfitted Ford Transit Vans for a not-to-exceed amount of \$155,271. Subsequently, South Bay Ford notified the City that its bid submission contained a clerical error and that they were unable to honor the price.

The Department of Public Works recommends that Raceway Ford be awarded the purchase order contract as they are they are the lowest responsive and responsible bidder. The City has done business with this vendor in the past, spending over \$456,000 on automobiles since 2000. Raceway Ford will deliver the vans within 240 days of receipts 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:

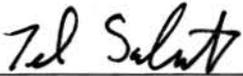
The total cost of this action is \$160,718. Funding for this fiscal year will be addressed by utilization of existing budgeted appropriations in the Fleet Replacement Fund budget account 850500-50322060.

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