

**REPORT TO MAYOR AND COUNCIL****TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: February 11, 2014

**SUBJECT: AWARD OF CONTRACT TO FUTURE FORD IN THE AMOUNT OF \$82,189.95 FOR RFB #2275, FIVE 2014 FORD F-150 PICKUPS (VEHICLE REPLACEMENT FUNDS)****Report in Brief**

Bids were opened on Thursday, January 23, 2014, at 2:00 pm for Request for Bid (RFB) #2275 to purchase five 2014 Ford F-150 pickup trucks. Future Ford, having satisfactory references, was selected by staff as the lowest responsible bidder.

Staff recommends that City Council select Future Ford as the lowest responsive bidder, and award the purchase of five 2014 Ford F-150 pickups to Future Ford (RFB #2275) for \$82,189.95.

**Background**

Replacement of worn-out vehicles is an on-going effort to sustain fleet reliability and maintainability. Replacing vehicles at the end of their useful life saves the City money, reduces vehicle out-of-commission time, and helps ensure safety. Vehicles being replaced are no longer economically maintainable.

Each vehicle is budgeted to be replaced after 6-10 years of use depending on the type of vehicle and how the vehicle is employed. The City's adopted budget includes the purchase of 42 vehicles in the Fiscal Year 2013/14 annual vehicle replacement program.

The bid opening for RFB # 2275 was held at 2:00 pm on Thursday, January 23, 2014. Five bids were received, as described on the Review Memo (Attachment 2).

**Discussion**

On December 16, 2013, more than 300 potential vendors, including one local vendor, were solicited to bid on RFB #2275. The bid notice was posted in the Finance Office lobby and on the City's website. Notice of this RFB was also sent to the Concord Chamber of Commerce. In response to questions from potential bidders, one addendum was issued to RFB #2275 on January 10, 2014. At 2:00 pm on Thursday, January 23, 2014, five submittals were opened by the City Clerk's office. The bid tabulation is attached. (Attachment 1).

**AWARD OF CONTRACT TO FUTURE FORD IN THE AMOUNT OF \$82,189.95  
FOR RFB #2275, FIVE 2014 FORD F-150 PICKUPS**

February 11, 2014

Page 2

Future Ford has successfully met the City's expectations and their agreed commitments as measured through past performance. Staff believes that Future Ford should be selected as the lowest bidder.

**Fiscal Impact**

The replacement of these vehicles is included in the City Council approved Fiscal Year 2013/14 Annual Vehicle Replacement Program.

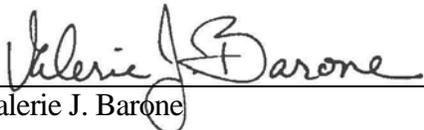
**Public Contact**

Over 300 potential vendors were solicited to submit their bids on December 16, 2013. Notice of RFB #2275 was sent to the Concord Chamber of Commerce and posted in the Finance Office lobby and on the City's website.

**Recommendation for Action**

Staff recommends that City Council select Future Ford as the lowest responsive bidder, and award the purchase of five 2014 Ford F-150 pickups to Future Ford (RFB #2275) for \$82,189.95.

Prepared by: Jeff Roubal  
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Attachment 1 - Review Memo for Request for Bid #2275 - Five 2014 Ford F-150 Pickups

Attachment 2 - RFB #2275 Bid Sheet



**PURCHASING DEPARTMENT – FINANCE \* CITY OF CONCORD (COC)**  
1950 Parkside Drive, MS/07 \* (925)671-3178 / (925)676-2290 FAX

**INTEROFFICE MEMORANDUM**

**To:** Jeff Roubal, Fleet Manager  
**From:** Debbie Wellnitz, Purchasing Manager  
**Subject:** Review Memo for Request For Bid (RFB)#2275 – Five 2014 Ford F-150 Pickups  
**Date:** January 23, 2014

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This correspondence is to advise you that I have completed the administrative review for the above RFB and the apparent lowest, responsive, and responsible bidder is **Future Ford**.

The City issued a ‘Request For Bid’ notice in accordance with the COC Procurement Policy on December 16, 2013 . Over three hundred (300) potential bidders were solicited online. Additionally, the Notice to Bid was published on the City’s website, Public Purchase System, posted outside of the Finance Office Building, and sent to the Concord Chamber of Commerce. Five (5) companies submitted a bid by the deadline of 2:00 PM on **January 23, 2014**.

The following table is the results from the bid opening with the lowest bidder first:

	<b>Company, Location</b>	<b>Bid Amount</b>	<b>5% Local Vendor Preference</b>
1	Future Ford 2285 Diamond Blvd., Concord, CA 94520	<b>\$16,437.99 each</b>	\$15,613.09 Each
2	Towne Ford Sales 1601 El Camino Real Office, Redwood City, CA 94603	\$16,800.00 each	N/A
3	Fairway Ford 1350 Yorba Linda Blvd., Placentia, CA 92870	\$16,969.00 each	N/A
4	Albany Ford Subaru 718 San Pablo Ave, Albany, CA 94706	\$18,175.06 each	N/A
5	The Ford Store 1111 Marine Blvd., San Leandro, CA 94577	\$18,343.64 each	N/A

The bid tabulation is typically posted on the website shortly after the bid opening. I have reviewed each bid submittal for completeness and correct amount calculations. Minor informalities shall be rectified with the bidder(s).

The bid tabulation and a copy of each submittal are attached for your review. The bid submittals are subject to your technical evaluation. Upon your review and decision on the selected bid based on ‘best value’ for the City, the awarded contractor will be notified for any additional, applicable requirements and documentation including but not limited to a signed contract, current business license, insurance requirements, and bonds. A purchase order shall be issued once all required documents are submitted and council approval awarded (if applicable) and you may inform the awarded contractor with a ‘Notice to Proceed’ for commencement of work.

Please contact me for any questions and status of your review progress at 671-3219. Thank you.

**City of Concord  
Bid Sheet**

**PROJECT RFB #2275**

**Five 2014 Ford F-150 Pickups**

**Bid Opening:**

**Thursday,  
January 23, 2014  
2:00 p.m.**

**City Manager's Conference Room**

Engineer's Estimate: \$30,000 per truck,  
\$150,000 total

To be awarded: TBD

COMPANY	TOTAL BID
Future Ford 2285 Diamond Blvd. Concord, CA 94520	\$16,437.99 each
Towne Ford Sales 1601 El Camino Real Office Redwood City, CA 94603	\$16,800.00 each
Fairway Ford 1350 Yorba Linda Blvd. Placentia, CA 92870	\$16,969.00 each
Albany Ford Subaru 718 San Pablo Ave Albany, CA 94706	\$18,175.06 each
The Ford Store 1111 Marine Blvd. San Leandro, CA 94577	\$18,343.64 each

**Contact: Jeff Roubal x3147**