



TO THE HONORABLE MAYOR AND COUNCIL:

DATE: June 24, 2014

SUBJECT: AWARD OF CONTRACT TO FUTURE FORD IN THE AMOUNT OF \$26,530 FOR RFB #2290, ONE 2015 FORD UTILITY POLICE INTERCEPTOR UNMARKED

Report in Brief

Bids were opened on Tuesday, June 3, 2014, at 10:15 am for Request for Bid (RFB) #2290 to purchase one new 2015 Ford Utility Police Interceptor unmarked. 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 one new 2015 Ford Utility Police Interceptor unmarked (RFB #2290) in the amount of \$26,530.

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 assumes the purchase of 42 vehicles in the Fiscal Year 2013/14 annual vehicle replacement program.

The bid opening for RFB # 2290 was held at 10:15 am on Tuesday, June 3, 2014. Two bids were received as described on the Review Memo (Attachment A).

Discussion

On May 9, 2014, Notice to Bid was published on the City's website. The bid was available to hundreds of potential vendors through the Public Purchase System (<http://www.publicpurchase.com>). It was posted in the Finance Building and sent to the Concord Chamber of Commerce. No questions were received from potential bidders. No addenda were issued to RFB #2290. At 10:15 am on Tuesday, June 3, 2014, two submittals, one from a local vendor, were opened by the City Clerk's office. The bid tabulation is attached (Attachment B).

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RFB #2290, ONE 2015 FORD UTILITY POLICE INTERCEPTOR UNMARKED**

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The bidder who submitted the lowest bid was Future Ford of Concord, CA. Future Ford has successfully met the City's expectations and their agreed commitments as measured through past performance. Staff recommends that Future Ford be selected as the lowest bidder.

Fiscal Impact

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

Public Contact

On May 9, 2014, Notice to Bid was published on the City's website. The bid was available to hundreds of potential vendors through the Public Purchase System. It was posted in the Finance Building and sent to the Concord Chamber of Commerce.

Recommendation for Action

Staff recommends that City Council select Future Ford as the lowest responsive bidder and award the purchase of one new 2015 Ford Utility Police Interceptor unmarked (RFB #2290) in the amount of \$26,530.

Prepared by: Jeff Roubal
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Attachment A - RFB#2290 2015 Ford Utility Police Interceptor Unmarked Review Memo

Attachment B - RFB#2290 2015 Ford Utility Police Interceptor Unmarked BIDSHEET



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)#2290 – 2015 Ford Utility Police Interceptor Unmarked

Date: June 3, 2014

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, Concord, CA**.

The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy on May 9, 2014. Eleven (11) potential bidders were solicited and the Notice to Bid was published on the City's website, Public Purchase System (which includes over hundreds of registered vendors), posted in the Finance Office lobby, and sent to the Concord Chamber of Commerce. Two (2) companies submitted a bid by the deadline of 10:15 AM on **June 3, 2014**.

The following table is the results from the bid opening:

	Company, Location	Bid Amount	Local Preference (5%)
1	Future Ford (Concord, CA)	\$26,530 each	Yes
2	Wondries Fleet Group (Alhambra, CA)	\$27,368 each	No

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 #2290
2015 Ford Utility Police Interceptor
Unmarked

Bid Opening:
Tuesday,
June 3, 2014
10:15 a.m.

City Manager's Conference Room

Engineer's Estimate: \$27K each

To be awarded:

COMPANY	TOTAL BID
Future Ford 2285 Diamond Blvd. Concord, CA 94520	\$26,530 each
Wondries Fleet Group 1247 West Main Street Alhambra, CA 91801	\$27,368 each
NOTE: Mary Rae contacted Towne Ford to let them know that their bid was received late and would be rejected.	