



**TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: June 24, 2014

**SUBJECT: AWARD OF CONTRACT TO TOWNE FORD SALES IN THE AMOUNT OF \$22,058.00 FOR RFB #2287, ONE 2015 FORD F-250 EXTENDED CAB PICKUP**

**Report in Brief**

Bids were opened on Friday, May 30, 2014, at 10:00 am for Request for Bid (RFB) #2287 to purchase one new 2015 Ford F-250 Extended Cab Pickup. Towne Ford Sales, having satisfactory references, was selected by staff as the lowest responsible bidder.

Staff recommends that City Council select Towne Ford Sales as the lowest responsive bidder and award the purchase of one new 2015 Ford F-250 Extended Cab Pickup (RFB #2287) in the amount of \$22,058.00.

**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 # 2287 was held at 10:00 am on Friday, May 30, 2014. One bid was received as described on the Review Memo (Attachment A).

**Discussion**

On May 5, 2014, eleven potential bidders were directly solicited and the Notice to Bid was published on the City's website. The bid was made available to hundreds more potential vendors through the Public Purchase System (<http://www.publicpurchase.com>). It was posted in the Finance building lobby and sent to the Concord Chamber of Commerce. No questions were received from potential bidders. No addenda were issued to RFB #2287. At 10:00 am on Friday, May 30 14, 2014, one submittal, not from a local vendor, was opened by the City Clerk's office. The bid tabulation is attached (Attachment B).

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Concord's Municipal Code and Administrative Directives do not address receipt of 'one bid' for equipment. These policy documents only address "no responsive bids." Section 3.10.070 of the City's Municipal Code states that "If no responsive bids are received, the services performed or the supplies or equipment furnished may be obtained without further competitive bidding. The purchase must be made within thirty (30) days of the bid due date and time."

The general rule of thumb that staff uses for justifying the acceptance of one bid received is primarily that the submitted bid cost is in a reasonable range of the Engineer's Cost Estimate and that there was adequate competition. The following presents the justification to award the contract to Towne Ford Sales:

- The engineer's estimate was \$35,000 (see *Attachment B – Bid Sheet*).
- The one Bid received was \$22,058 which is substantially less than the engineer's estimate.
- This was a formal, competitive bid. As the Review Memo states (see *attached Review Memo-RFB#2287*), the bid notice was sent directly to eleven potential bidders, posted on the website (which includes over hundreds of registered vendors), posted at City Hall, and sent to the Concord Chamber of Commerce within a reasonable time frame, therefore there was definitely 'adequate competition'.

Towne Ford Sales has successfully met the City's expectations and their agreed commitments as measured through past performance. Staff recommends that Towne Ford Sales 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**

The Notice to Bid was sent directly to eleven potential vendors on May 5, 2014. Hundreds of additional potential vendors were solicited to submit their bids through the Public Purchase System. The Notice to Bid was published on the City's website, posted in the Finance building lobby and sent to the Concord Chamber of Commerce.

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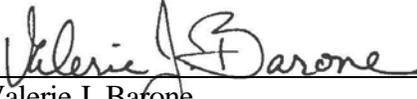
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**Recommendation for Action**

Staff recommends that City Council select Towne Ford Sales as the lowest responsive bidder and award the purchase of one new 2015 Ford F-250 Extended Cab Pickup (RFB #2287) in the amount of \$22,058.00.

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Attachment A - RFB#2287 – 2015 Ford F-250 Extended Cab Pickup Review Memo  
Attachment B - RFB#2287 – 2015 Ford F-250 Extended Cab Pickup 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)#2287 – 2015 Ford F-250 Extended Cab Pickup  
**Date:** May 30, 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 **Towne Ford Sales in Redwood City, CA.**

The City issued a ‘Request For Bid’ notice in accordance with the COC Procurement Policy on May 5, 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. One (1) company submitted a bid by the deadline of 10:00 AM on **May 30, 2014.**

The following table is the results from the bid opening:

	<b>Company, Location</b>	<b>Bid Amount</b>	<b>Local Preference (5%)</b>
<b>1</b>	<b>Towne Ford Sales</b> (Redwood City, CA)	\$22,058.00	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 #2287**

**2015 Ford F-250 Extended Cab**

**Bid Opening:**

**Friday,  
May 30, 2014  
10:00 a.m.**

**City Manager's Conference Room**

Engineer's Estimate: \$35K each

To be awarded:

COMPANY	TOTAL BID
Towns Ford Sales 1601 El Camino Real Redwood City, CA 94063	\$22,058