



**TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: June 24, 2014

**SUBJECT: AWARD OF CONTRACT TO FUTURE FORD IN THE AMOUNT OF \$37,267.12 FOR RFB #2292, TWO 2015 FORD ESCAPE VEHICLES**

**Report in Brief**

Bids were opened on Tuesday, June 9, 2014, at 10:00 am for Request for Bid (RFB) #2292 to purchase two new 2015 Ford Escape vehicles. 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 two new 2015 Ford Escape vehicles (RFB #2292) in the amount of \$37,267.12.

**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 # 2292 was held at 10:00 am on Tuesday, June 9, 2014. Two bids were received as described on the Review Memo (Attachment A).

**Discussion**

On May 16, 2014, Notice to Bid was published on the City's website. Eleven potential bidders were directly solicited and the Notice to Bid was published on the City's website, Public Purchase System which includes over hundreds of registered vendors (<http://www.publicpurchase.com>), posted in the Finance Office lobby, and sent to the Concord Chamber of Commerce. No questions were received from potential bidders. No addenda were issued to RFB #2292. At 10:00 am on Tuesday, June 9, 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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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**

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**Recommendation for Action**

Staff recommends that City Council select Future Ford as the lowest responsive bidder and award the purchase of two new 2015 Ford Escape vehicles (RFB #2292) in the amount of \$37,267.12.

Prepared by: Jeff Roubal  
Fleet Manager  
[Jeff.Roubal@CityofConcord.org](mailto:Jeff.Roubal@CityofConcord.org)

  
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Valerie J. Barone  
City Manager  
[Valerie.Barone@CityofConcord.org](mailto:Valerie.Barone@CityofConcord.org)

Reviewed by: Justin Ezell  
Director of Public Works  
[Justin.Ezell@CityofConcord.org](mailto:Justin.Ezell@CityofConcord.org)

Attachment A - RFB#2292 2015 Ford Escape Review Memo

Attachment B - RFB#2292 2015 Ford Escape 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)#2292 – 2015 Ford Escape

**Date:** June 9, 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 16, 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 10:00 AM on **June 9, 2014.**

The following table is the results from the bid opening:

	Company, Location	Bid Amount	Local Preference (5%)
<b>1</b>	<b>Future Ford</b> (Concord, CA)	\$37,267.12 <i>(Bid amount with 5% preference: \$35,403.76)</i>	Yes
<b>2</b>	<b>Towne Ford</b> (Redwood City, CA)	\$40,490.00	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 #2292**  
**2015 Ford Escape**

**Bid Opening:**  
**Monday,**  
**June 9, 2014**  
**10:00 a.m.**

**City Council Conference Room**

Engineer's Estimate: \$22K each (2 total)

To be awarded:

COMPANY	TOTAL BID
Future Ford 2285 Diamond Blvd. Concord, CA 94520	\$37,267.12
Towne Ford 1601 El Camino Real Redwood City, CA 94063	\$40,490.00

**Contact: Debbie Wellnitz x3219, Jeff Roubal x3147**