



**TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: September 30, 2014

**SUBJECT: AWARD OF CONTRACT TO TOWNE FORD IN THE AMOUNT OF \$84,500 FOR RFB #2297, 2015 30-PASSENGER WHEELCHAIR-ACCESSIBLE BUS (FUNDING FROM THE ANNUAL VEHICLE REPLACEMENT FUND)**

**Report in Brief**

Bids were opened on Thursday, September 4, 2014, at 10:15 a.m. for Request for Bid (RFB) #2297 to purchase a 2015 30-Passenger Wheelchair-Accessible Bus. Towne Ford, having satisfactory references, was selected by staff as the lowest responsible bidder.

Staff recommends that City Council select Towne Ford as the lowest responsive bidder and award the purchase of a 2015 30-Passenger Wheelchair-Accessible Bus (RFB #2297) in the amount of \$84,500.

**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 2014/15 annual vehicle replacement program.

Community and Recreation Services Department has five 15-passenger vans included in the vehicle replacement program. Two of these vans (a 1999 model and a 2001 model) are ready for replacement. A total of \$86,976 (\$43,488 each) is assumed in the replacement program. Community and Recreation Services Department staff has determined that a 30-Passenger Wheelchair-Accessible Bus would be more functional than having two, 15-passenger vans. The amount that is set aside in the vehicle replacement fund for the two 15-passenger vans is slightly greater than the cost of the single 30-passenger bus (+\$2,476).

Operation of the 30-passenger bus will require drivers to hold a Class B license with a passenger endorsement. The Parks and Recreation Department is aware of the need and has internally taken care of the requirement through its drivers. When the bid opening for RFB # 2297 occurred at 10:15 a.m. on Thursday, September 4, 2014, one bid was received as described on the Review Memo (Attachment A).

**AWARD OF CONTRACT TO FUTURE FORD IN THE AMOUNT OF \$84,500 FOR  
RFB #2297, 2015 30-PASSENGER WHEELCHAIR-ACCESSIBLE BUS**

September 30, 2014

Page 2

**Discussion**

The City issued a “Request for Bid” (RFB) notice on August 6, 2014 in accordance with the City’s Procurement Policy. The RFB Notice was published on the City’s website, advertised on the Public Purchase System (<http://www.publicpurchase.com>), which includes over hundreds of registered vendors, posted in the Finance Office lobby, and sent to the Concord Chamber of Commerce. Two questions were received from potential bidders. In response, one addendum was issued to RFB #2297 on August 25, 2014. At 10:15 am on Thursday, September 4, 2014, one submittal was opened by the City Clerk’s office. The bid tabulation is attached (Attachment B).

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:

- The engineer’s estimate for this bid was \$80K (See *Attachment B Bid Opening Sheet-RFB#2297*)
- The single bid received was \$84,500.00 (within 5.6% of the engineer’s estimate)
- This was a formal, competitive bid. As the Review Memo states (see *Attachment A Review Memo-RFB#2297*). The bid notice was advertised on the Public Purchase System (which includes over hundreds of registered vendors), posted at City Hall, and sent to the Concord Chamber of Commerce, therefore there was definitely ‘adequate competition’.

Towne Ford has successfully met the City’s expectations and their agreed commitments as measured through past performance. Staff recommends that Towne Ford be selected as the lowest bidder.

**Fiscal Impact**

The replacement of these vehicles is included in the City Council approved Fiscal Year 2014/15 Annual Vehicle Replacement Program.

**Public Contact**

The Notice of the RFB was published on the City’s website, advertised on the Public Purchase System (<http://www.publicpurchase.com>), which includes over hundreds of registered vendors, posted in the Finance Office lobby, and sent to the Concord Chamber of Commerce.

**AWARD OF CONTRACT TO FUTURE FORD IN THE AMOUNT OF \$84,500 FOR  
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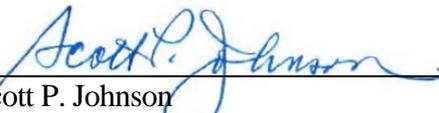
September 30, 2014

Page 3

**Recommendation for Action**

Staff recommends that City Council select Towne Ford as the lowest responsive bidder and award the purchase of a 2015 30-Passenger Wheelchair-Accessible Bus (RFB #2297) in the amount of \$84,500.

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Attachment A – Review Memo for RFB #2297, 2015 30 Passenger Wheelchair-Accessible Bus

Attachment B – Bidsheet for RFB #2297, 2015 30 Passenger Wheelchair-Accessible Bus



**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)#2297 – 2015 30 Passenger Wheelchair-Accessible Bus

**Date:** September 4, 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 (& only bidder) is **Towne Ford, Redwood City, CA**.

The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy on August 6, 2014. The Notice to Bid was published on the City's website via Public Purchase System(which includes over hundreds of registered vendors), posted in the glass box outside of the Finance building, and sent to the Concord Chamber of Commerce. One (1) company submitted a bid by the deadline of 10:15 AM on **September 4, 2014**.

The following table is the results from the bid opening:

	Company, Location	Bid Amount	Local Preference (5%)
1	<b>Towne Ford</b> Redwood City, CA)	\$84,500	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 925-671-3219 or [debbie.wellnitz@cityofconcord.org](mailto:debbie.wellnitz@cityofconcord.org). Thank you.

Attachment B

**City of Concord  
Bid Sheet**

**PROJECT RFB #2297**  
**2015 30 Passenger Wheelchair-Accessible  
Bus**

**Bid Opening:**  
**Thursday,**  
**September 4, 2014**  
**10:15 am**

**Garden Conference Room**

Engineer's Estimate: \$80,000

To be awarded: TBD

COMPANY	TOTAL BID
Towne Ford 1601 El Camino Real Redwood City, CA 94063	\$84,500.00

**Contact: Jeff Roubal x3147**