

**REPORT TO MAYOR AND COUNCIL**

TO THE HONORABLE MAYOR AND COUNCIL:

DATE: January 5, 2016

SUBJECT: AWARD OF CONTRACT TO RON DUPRATT FORD OF DIXON CALIFORNIA IN THE AMOUNT OF \$66,360.92 FOR TWO 2016 FORD F-350 4X2 ¾ TON FLATBED DUMP TRUCKS (FUNDING FROM THE ANNUAL VEHICLE REPLACEMENT FUND)

Report in Brief

Bids were opened on Monday, December 14, 2015 at 10:15 a.m. for Request for Bid (RFB) #2339 to purchase two new 2016 Ford F-350 4X2 ¾ ton flatbed dump trucks. Ron DuPratt Ford of Dixon California was selected by staff as the lowest responsible bidder.

Staff recommends that City Council select Ron DuPratt Ford as the lowest responsive bidder and award the purchase of two new 2016 FORD F-350 4X2 ¾ ton flatbed dump trucks (RFB #2339) in the amount of \$66,360.92.

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 City vehicle is scheduled 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 19 vehicles in the Fiscal Year 2015/16 annual vehicle replacement program.

The bid opening for RFB # 2339 was held at 10:15 a.m. on Monday, December 14, 2015. Three bids were received as described on the Review Memo (Attached).

Discussion

On November 18, 2015, the City issued a Request for Bid notice in accordance with the City of Concord Procurement Policy. The notice 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. Questions were received from potential bidders and these were answered in one addendum issued to RFB #2339. At 10:15 a.m. on

**AWARD OF CONTRACT TO RON DUPRATT FORD IN THE AMOUNT OF \$66,360.92
FOR RFB #2339 - TWO 2016 FORD F-350 4X2 ¾ TON FLATBED DUMP TRUCKS**

January 5, 2016

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Monday, December 14, three submittals were opened by the City Clerk's office. The bid tabulation is attached.

One local vendor qualified for the 5% bidder preference on the first \$100,000 allowed under City of Concord Policy 142 adopted by Council on June 2, 1992, however, the bid was more than 5% higher than Ron DuPratt Ford.

Staff recommends that Ron DuPratt Ford be selected as the lowest bidder.

Fiscal Impact

The replacement of these vehicles is included in the City Council approved Fiscal Year 2015/16 Annual Vehicle Replacement Program.

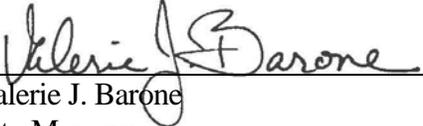
Public Contact

The Request for Bid notices were issued in accordance with the City of Concord Procurement Policy. The Notices were published on the City's website via Public Purchase System which includes hundreds of registered vendors, posted in the glass box outside of the Finance building, and sent to the Concord Chamber of Commerce.

Recommendation for Action

Staff recommends that City Council select Ron DuPratt Ford as the lowest responsive bidder and award the purchase of two New 2016 FORD F-350 4X2 ¾ ton flatbed dump trucks (RFB #2339) in the amount of \$66,360.92.

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City Manager
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Reviewed by: Justin Ezell
Director of Public Works
Justin.Ezell@cityofconcord.org

Attachment: Review Memo for Request for Bid (RFB) #2339



PURCHASING DIVISION – FINANCE DEPARTMENT* 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) #2339 – Two 2016 Ford F-350 Flatbed Dumps
Date: December 14, 2015

 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 **Ron DuPratt Ford, Dixon CA.**

The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy according to the timeline below.

Bid Timeline Schedule		
Date	Time	Activity
November 18, 2015	By 5:00 PM	RFB Issued
November 30, 2015	12:00 PM	Questions to RFB Due
December 4, 2015	4:00 PM	Addendum Issued/Posted on Purchasing Website by City Staff <i>(Addendum may include revisions and/or responses to RFB/ Questions)</i>
December 14, 2015	10:15 AM	<u>Bid Due Date</u> <u>Bid Submittals to & Bid Opening Location:</u> Office of City Clerk-Wing A City of Concord Civic Center 1950 Parkside Drive-M/S 03 Concord, California 94519

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, emailed to 16 companies on Solicitation List, and sent to the Concord Chamber of Commerce. **Three (3) companies** submitted a bid by the above deadline.

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

Below is a list of bids submitted. Contract award may be pending further evaluation and council approval if applicable.

	Bidder's Name (order by lowest bidder)	Bid Amount (Total for 2)	Bid with Local Vendor Preference 5%
1	Ron DuPratt Ford 1320 North First St. Dixon, CA 95620	\$66,360.92	n/a
2	Town Ford Sales 1601 El Camino Real Redwood City, CA 94063	\$67,730.00	n/a
3	Future Ford 2285 Diamond Blvd. Concord, CA 94520	\$76,169.52	\$72,361.04

The bid tabulation is typically posted on the website shortly after the bid opening. I have reviewed each bid submittal for completeness, accuracy, and meeting requirements.

You may have received the copy of the bid submittals. If not, you may obtain the bid tabulation and a copy of each submittal by making a request to the Purchasing Division. The bid submittals are subject to your technical evaluation. If costs do not meet budgetary requirements and/or are far from the Project Manager's cost estimate, the bid may be reissued at the Project Manager's discretion.

Upon your review and decision on the selected bid based on 'best value' for the City, the awarded contractor may 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. Thank you.