



Staff Report

Date: May 31, 2016

To: City Council

From: Valerie J. Barone, City Manager

Reviewed by: Justin Ezell, Director of Public Works

Prepared by: Jeff Roubal, Fleet Manager
Jeff.roubal@CityofConcord.org
(925) 671-3147

Subject: **Consider awarding purchase of one diesel front-mounted riding lawn mower to Mission Valley Tractor and Equipment of San Jose in the amount of \$21,572 (Annual Vehicle Replacement Fund)**

Report in Brief

In December 2015 the City issued a request for bids to purchase two diesel front-mounted riding lawn mowers. Mission Valley Tractor and Equipment of San Jose was awarded a contract for \$43,144 for the two mowers. The Parks Maintenance Division of Public Works is in need of one additional mower. Because Mission Valley Tractor and Equipment has already been established as the lowest responsible bidder for this equipment, staff is recommending that we purchase directly from the vendor.

Recommended Action

Staff recommends that the City Council award the purchase of one diesel front-mounted riding lawn mower to Mission Valley Tractor and Equipment of San Jose in the amount of \$21,572.

Background

Replacement of worn-out equipment and vehicles is an on-going effort to sustain fleet reliability and maintainability. Replacing equipment and vehicles at the end of their useful life saves the City money, reduces out-of-commission time, and helps ensure safety. Equipment and vehicles being replaced are no longer economically maintainable.

City vehicles and equipment are scheduled to be replaced after 6-10 years of use depending on type and use. The City uses 15 diesel riding lawn mowers, of which several are assumed to be replaced during Fiscal Year 2015/16. Two mowers were replaced last calendar year, and this is the third and final mower due to be replaced this Fiscal Year.

Procurement Process

On November 18, 2015, the City issued a Request for Bid (RFB) 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 hundreds of registered vendors, posted in the glass box outside of the Finance building, and sent to the Concord Chamber of Commerce. Five vendors who might be interested were solicited directly.

On December 14, 2015, the City issued Purchase Order 14464 for \$43,144 to the low bidder, Mission Valley Tractor and Equipment of San Jose, for the purchase of two mowers. The contract terms and conditions state that, by mutual agreement, the contract may be used again for one year to purchase additional mowers. Staff has confirmed that another mower is available at the same price as the December 2015 low bid. Staff recommends that the City Council authorize the purchase of one additional mower from Mission Valley Tractor and Equipment of San Jose.

Financial Impact

Funding to purchase this mower is included in the Fiscal Year 2015/16 annual vehicle replacement program.

Public Contact

The agenda has been posted.

Attachments

1. Review Memo for Request For Bid (RFB) #2338
2. Bid Tabulation for Request For Bid (RFB) #2338



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) #2338 – Two Diesel Front-Mounted Mower
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 **Mission Valley Tractor & Equipment, San Jose 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	10:00 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 5 companies on Solicitation List, and sent to the Concord Chamber of Commerce. **Two (2) 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	Mission Valley Tractor & Equipment 780 E. Brokaw Rd. San Jose, CA 95112	\$43,144.00	n/a
2	Turf Star 2438 Radley Court Hayward, CA 94545	\$47,114.50	n/a

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.



PURCHASING DIVISION, FINANCE DEPARTMENT
1950 Parkside Drive, MS/07 * (925) 674-3178 / (925) 676-2290 FAX

BID SUBMITTAL RESULTS

(Evaluated)

Request For Bid (RFB)#: 2338
Two Diesel Front-Mounted Mowers
Due Date: 12/14/15

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	Mission Valley Tractor & Equipment 780 E. Brokaw Rd. San Jose, CA 95112	\$43,144.00	n/a
2	Turf Star 2438 Radley Court Hayward, CA 94545	\$47,114.50	n/a