



5.b

Staff Report

Date: October 11, 2016

To: City Council

From: Valerie J. Barone, City Manager

Reviewed by: Justin Ezell, Director of Public Works

Prepared by: Jeff Roubal, Program Manager
Jeff.Roubal@CityOfConcord.org
(925) 671-3147

Subject: **Considering award of purchase of two 2017 Ford F-250 Utility Trucks to Future Ford of Concord in the amount of \$53,296.32. (Annual Vehicle Replacement Fund)**

Report in Brief

In August 2016 the City issued a request for bids to purchase two F-250 Utility Trucks. Future Ford of Concord submitted the lowest responsible bid of \$53,296.32. Future Ford has provided vehicles and equipment to the City in the past and has satisfactory references.

Recommended Action

Staff recommends that the City Council award the purchase of two F-250 Utility Trucks to Future Ford of Concord in the amount of \$53,296.32.

Background

Replacement of worn-out vehicles and equipment is an on-going effort to sustain fleet reliability and maintainability. Replacing vehicles and equipment at the end of their useful life saves the City money, reduces out-of-commission time, and helps ensure safety. The vehicles and equipment 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 has a total of 264 vehicles, of which twenty-seven (27) are assumed to be replaced this Fiscal Year.

City Council Agenda Report

Considering award of purchase of two 2017 Ford F-250 Utility Trucks to Future Ford of Concord in the amount of \$53,296.32. (Annual Vehicle Replacement Fund)
October 11, 2016

Procurement Process

On August 18, 2016, the City issued a Request for Bid #2358 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. Sixteen vendors who might be interested were also solicited directly.

On Thursday, September 15, 2016 bids were opened by the City Clerk's office. Three (3) submittals were received ranging from \$53,296.32 to \$55,218.32, as shown on the Review Memo (Attachment 1).

The submittal from Future Ford is complete. In the submittal, Future Ford claimed the local vendor preference allowed under Policy and Procedure No. 142. Therefore, the grand total of \$53,296.32 has an evaluated grand total of \$50,631.50. Future Ford of Concord was the lowest bidder even before applying the local vendor preference.

Financial Impact

Funding to purchase these vehicles is included in the Fiscal Year 2016/17 annual vehicle replacement program.

Public Contact

The City Council Agenda was posted.

Attachments

1. Review Memo



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#2358 – Two 2017 Ford F-250 Utility Trucks
Date: September 14, 2016

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 according to the timeline below.

Bid Timeline		
Date	Time	Activity
August 18, 2016	By 5:00 PM	RFB Issued
September 1, 2016	12:00 PM	Questions to RFB Due
September 5, 2016	4:00 PM	Addendum Issued/Posted on Purchasing Website by City Staff <i>(Addendum may include revisions and/or responses to RFB/ Questions)</i>
September 14, 2016	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 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):

ATTACHMENT 1

	Bidder's Name <i>(order by lowest bidder-evaluated)</i>	Bid Amount (Total for 2)	Bid <i>with Local Vendor Preference 5% (up to \$100K)</i>
1	Future Ford 2285 Diamond Blvd. Concord, CA 94520	\$ 53,296.32	\$50,631.50
2	Albany Ford Subaru 718 San Pablo Avenue Albany, CA 94706	\$ 55,218.32	n/a
3	Towne Ford Sales 1601 El Camino Real Redwood City, CA 94063	\$ 53,700.00	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.