

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ZAC BRAND, FLEET SUPERINTENDENT, TRANSPORTATION  
AND PUBLIC WORKS DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
JENNIFER MYLES, AUTHOR, SENIOR BUYER, FINANCE  
DEPARTMENT  
SUBJECT: PURCHASE ORDER FOR SEVEN 2021 FORD F350 CLASS 3  
EXTENDED CAB AND CHASSIS WITH 9FT UTILITY BODY,  
TOOL DRAWERS AND MATERIAL RACKS

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments, that the Council, by resolution, approve a purchase order for the purchase of seven 2021 Ford F350 Class 3 Extended Cab & Chassis with 9FT Utility Truck Bodies, tool drawers and material racks for the Facilities Maintenance Division to replace existing vehicles to Hansel Ford, Santa Rosa, California, in an amount not to exceed \$351,143.45.

---

EXECUTIVE SUMMARY

The Transportation and Public Works and Finance Departments submitted Purchase Request R155742 to Purchasing for the purchase of seven 2020 or Newer Class 3 Extended Cab & Chassis with 9ft Utility Body with tool drawers and material racks.

BACKGROUND

Under the City's guidelines for replacement of fleet vehicles, the Transportation and Public Works Department (TPW) Fleet Maintenance Division selects a vehicle for replacement when it has reached the end of its cost-effective life cycle. These vehicles have met the replacement criteria using a point system, an industry standard to predict when best to sell a vehicle. Repair costs, age, and mileage are considered in the point calculation performed by our Faster Fleet software system.

This purchase will replace City vehicles #12307, 12606, 14817, 18601, 18704, 18705,

BID AWARD – PURCHASE ORDER FOR 2021 FORD F350 CLASS 3 EXTENDED CAB & CHASSIS WITH 9FT UTILITY BODY, TOOL DRAWERS AND MATERIAL RACKS  
PAGE 2 OF 3

and 27701, between the years of 2003-2009, used by Transportation and Public Works Facilities Inhouse Construction and Maintenance Crews.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

On December 10, 2020, Invitation for Bid (IFB) 20-109 was opened by Purchasing. Of the one hundred and fifty-eight vendors notified, six prospective bidders downloaded the documents for this solicitation. Three bid responses were received and were deemed responsive and responsible, see table below:

Vendor	Bid Total
Hansel Ford Santa Rosa, CA	\$351,143.45
Napa Ford-Lincoln Napa, CA	\$426,975.64
PB Loader Corporation Fresno, CA	\$461,580.49

FISCAL IMPACT

Funds for replacement vehicles are budgeted in Fiscal Year 2020-21 under the Transportation and Public Works Fleet Vehicle Replacement account 300106, as approved by Council.

ENVIRONMENTAL IMPACT

This project is exempt from the California Environmental Quality Act (CEQA) in that it qualifies for a Class 1 exemption, Existing Facilities, pursuant to CEQA Guidelines Section 15301. Specifically, the proposed action would result in the purchase of replacement vehicles, allowing the continued operation of existing public facilities involving negligible or no expansion of use.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

BID AWARD – PURCHASE ORDER FOR 2021 FORD F350 CLASS 3 EXTENDED  
CAB & CHASSIS WITH 9FT UTILITY BODY, TOOL DRAWERS AND MATERIAL  
RACKS  
PAGE 3 OF 3

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

Zac Brand, 707-543-3717, [zbrand@srcity.org](mailto:zbrand@srcity.org)  
Brandalyn Tramel, 707-543-3706, [btramel@srcity.org](mailto:btramel@srcity.org)  
Jennifer Myles, 707-543-3709, [jmyles@srcity.org](mailto:jmyles@srcity.org)