

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JEREMY GUNDY, DEPUTY DIRECTOR FIELD SERVICES,
TRANSPORTATION AND PUBLIC WORKS
SUBJECT: SOLE MANUFACTURE BID AWARD APPROVAL AND
ISSUANCE OF A PURCHASE ORDER FOR THE PURCHASE OF
THREE (3) 2024 FORD F-150 POLICE RESPONDER VEHICLES

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments that the Council, by resolution, approve issuance of a Purchase Order for the purchase of three (3) 2024 Ford F150 Police Responder vehicles with Towne Motor Company dba Towne Ford Sales, Redwood City, California for a total amount not to exceed \$159,617.56.

EXECUTIVE SUMMARY

The Purchasing Department has received Purchase Requisition Number R165473 from Transportation and Public Works (TPW) for the purchase of one (1) 2024 or newer Ford F-150 Police Responder vehicle for use by the Santa Rosa Police Department (SRPD).

BACKGROUND

The specified sole manufacture request was to match existing Police vehicles and upfit requirements. Request for Quotes (RFQ) 24-14 was posted on March 25, 2024. and closed on April 17, 2024.

The initial request was to purchase one (1) new 2024 Ford F-150 Police Responder vehicle, which identified this process to be facilitated under the Request for Quote (RFQ) solicitation process. TPW submitted an email request for the addition of two of the same vehicles being awarded under the Fleet Vehicle Replacement program, replacing vehicle asset numbers 5850 and 5485. Under the RFQ General Provisions, **“ESTIMATED QUANTITIES:** The quantities shown in the Request for Quotes may be an estimate only. If the exact quantities cannot be predetermined, the City reserves the right to adjust quantities as deemed necessary to meet its requirements”, the City has

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the right to increase the quantities which the vendor confirmed acceptance on April 22, 2024.

PRIOR CITY COUNCIL REVIEW

Not applicable

ANALYSIS

The RFQ 24-03 solicitation closed on April 17, 2024. Of the 187 notified bidders, with 3 vendors identified as potential bidders. Two bid responses were received, as noted below:

Vendor	Price
Towne Ford Redwood City, CA	\$159,617.56 (Total cost per vehicle \$53,205.85)
Napa Ford Napa, CA	\$181,337.55 (Total cost per vehicle \$60,445.85)

Under the City Code 3-08.110(A), this award requires approval by the City Council.

FISCAL IMPACT

Funds for the new vehicle expense have been allocated in the FY 2024-25 budgets under the SRPD Administration account 170101, and the two additional vehicles under the TPW Fleet Replacement program account 300106.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Sections 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution

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PRESENTERS

Zac Brand, Fleet Superintendent
Brandalyn Tramel, Purchasing Agent