

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ZAC BRAND, FLEET SUPERINTENDENT, TRANSPORTATION  
AND PUBLIC WORKS DEPARTMENT  
CHUCK MCBRIDE, CHIEF FINANCIAL OFFICER  
FINANCE DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE  
DEPARTMENT  
SUBJECT: APPROVAL OF PURCHASE ORDER FOR SEVEN 2018 CABS  
AND CHASSIS WITH UTILITY SIDE PACKS AND DUMP  
INSERTS

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 to Towne Ford, Redwood City, California for the purchase of seven (7) 2018 cabs and chassis with utility side packs and dump inserts, in an amount not to exceed \$395,471.56.

---

EXECUTIVE SUMMARY

Transportation and Public Works (TPW) has submitted a request to purchase seven (7) 2018 cab and chassis with utility side packs and dump inserts trucks.

BACKGROUND

Under the City's guidelines for replacement of fleet vehicles, the TPW Department Fleet Maintenance Division selects a vehicle for replacement when it has reached the end of its cost-effective life cycle. These vehicles are designated for use in the Parks Department. Five of these vehicles are direct replacements and have met the replacement criteria using a point system, which is an industry standard to predict when best to sell a vehicle. Repair costs, age, and mileage are considered in the point calculation performed by the Faster Fleet software system. Two of these vehicles are a new addition, expanding Recreation and Parks Fleet's needs, approved in the previous Fiscal Year 17-18 budget, which was carried over in the TPW Fleet replacement fund.

PRIOR CITY COUNCIL REVIEW

Not Applicable

ANALYSIS

On October 3, 2018, Invitation for Bids (IFB) 18-118 was opened by Purchasing. Of the one hundred and eighty-two vendors notified, fifteen prospective bidders downloaded the documents, and three responded to the solicitation. Two of the three bidders were considered non-responsive to the specifications and requirements of the IFB. Towne Ford was the only responsive and responsible bidder to the solicitation.

FISCAL IMPACT

Funds for these vehicles are funded in Fiscal Year 2018-19 Transportation and Public Works Fleet Vehicle Replacement in account 300106.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution

CONTACT

Zac Brand, Fleet Superintendent, Transportation and Public Works Department,  
707-543-3717, [zbrand@srcity.org](mailto:zbrand@srcity.org)

Chuck McBride, Chief Financial Officer, Finance Department,  
707-543-3089, [cmcbride@srcity.org](mailto:cmcbride@srcity.org)

Brandalyn Tramel, Purchasing Agent, Finance Department,  
707-543-3706, [btramel@srcity.org](mailto:btramel@srcity.org)

Jennifer Myles, Senior Buyer, Finance Department, 707-543-3709, [jmyles@srcity.org](mailto:jmyles@srcity.org)