

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: BID AWARD - PURCHASE ORDER FOR 2019 COMPACT
HYBRID SUVs TO HANSEL FORD, INC.

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 ten (10) 2019 Toyota RAV 4 Hybrid LE SUVs to Hansel Ford, Inc., Santa Rosa, California, in an amount not to exceed \$328,442.

EXECUTIVE SUMMARY

The Transportation and Public Works and Finance Departments submitted a request to Purchasing for the purchase of ten (10) Compact Hybrid SUVs.

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 the following City vehicles below:

- 10617 – 2006 Ford Escape, Water Administration
- 10702 – 1997 Chevrolet S-10, Recreation & Parks, Finely Park
- 10703 – 1997 Chevrolet S-10, Recreation & Parks, Park Administration

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- 11405 – 2004 Chevrolet Silverado, Planning & Economic Development, Code Enforcement
- 11406 – 2004 Chevrolet Silverado, Planning & Economic Development, Code Enforcement
- 02802 – 2008 Toyota Prius, Transportation and Public Works E & R Pool Car Rental
- 02401 – 2004 Honda Civic, Planning & Economic Development, Building Plan Review
- 02405 – 2004 Honda Civic, Transportation and Public Works E & R Pool Car Rental
- 02402 – 2004 Honda Civic, Transportation and Public Works E & R Pool Car Rental
- 02503 – 2005 Toyota Prius, Transportation and Public Works E & R Pool Car Rental

PRIOR CITY COUNCIL REVIEW

Not Applicable

ANALYSIS

On March 20, 2019, Invitation for Bids (IFB) 19-17 was opened by Purchasing. Of the one hundred seventy-three (173) vendors notified, six (6) prospective bidders downloaded the documents for this solicitation. Only one (1) responsive and responsible bid response was received from Hansel Ford, Inc., Santa Rosa, CA. Staff submitted an email to the five (5) other prospective bidders inquiring why they elected not to bid. City staff did not receive any responses.

When a sole bid is received, staff is required to do an analysis to determine if the quote submitted is fair and reasonable. Research under the Kelly Blue Book (KBB) website for the 2019 Toyota RAV 4 Hybrid SUV showed an MSRP base price, without any options selected, of \$28,745. Further research under KBB identified various similar models for sale within 75 miles of Santa Rosa between \$28,868 – \$30,059. Based on this research, staff deems that the sole bid response received from Hansel Ford, Inc., Santa Rosa, is considered fair and reasonable.

FISCAL IMPACT

Funds for replacement vehicles are budgeted in Fiscal Year 2018-19 under the Transportation and Public Works Fleet Vehicle Replacement account 300106, as approved by Council.

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

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