

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JEREMY GUNDY, DEPUTY DIRECTOR FIELD SERVICES,  
TRANSPORTATION AND PUBLIC WORKS  
SUBJECT: BID AWARD APPROVAL AND ISSUANCE OF A PURCHASE  
ORDER FOR THE PURCHASE OF TWO (2) FORD TRANSIT X2C  
BODY STYLE PASSENGER VANS

AGENDA ACTION: RESOLUTION

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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 two (2) 2024 Ford Transit X2C Body Style Passenger Vans for the inRESPONSE Program with Towne Motor Co dba Towne Ford Sales, Redwood City, California for a total amount not to exceed \$130,153.20.

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EXECUTIVE SUMMARY

Purchasing has received Purchase Requisition Number R164344 from the Transportation and Public Works (TPW) Department for the purchase of two (2) new 2024 Ford Transit X2C Body Style Passenger Vans or Equal for the inRESPONSE Program operated by the Santa Rosa Police Department.

BACKGROUND

Request to purchase (2) Ford Transit body code X2C passenger vans for use in inRESPONSE Program operated by Santa Rosa Police Department.

The specified manufacture and model were identified to match existing inRESPONSE vehicles and upfit requirements. Invitation for Bid (IFB) 24-03 provided open competition for acceptance of an "or equal" vehicle and federalized to meet the ARPA funding requirements.

PRIOR CITY COUNCIL REVIEW

Not applicable.

SOLE MANUFACTURE BID AWARD AND APPROVAL OF A PURCHASE ORDER  
FOR TWO (2) 2024 FORD TRANSIT X2C BODY STYLE PASSENGER VANS  
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ANALYSIS

The Invitation for Bid (IFB 24-03) solicitation closed on February 27, 2024. Of the 182 notified bidders, there were 7 vendor identified as potential bidders. Two bid responses were received, as noted below:

Vendor	Price
Towne Ford Sales Redwood City, CA	\$130,153.20
Napa Ford Napa, CA	\$146,569.82

City staff contacted our local Ford dealer to determine why they did not respond. The local vendor stated they forgot to respond to the bid solicitation notice but would do better in the future to manage their notifications in order to provide a response.

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

FISCAL IMPACT

Funds for this operational expense have been allocated in the FY 2023-24 budget under the ARPA inRESPONSE Program budget account 95943. Approval of this action does not have a fiscal impact on the General Fund.

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

PRESENTERS

Jeremy Gundy, Deputy Director Field Services  
Zac Brand, Fleet Superintendent

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Brandalyn Tramel, Purchasing Agent