

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ZAC BRAND, FLEET SUPERINTENDENT, TRANSPORTATION
AND PUBLIC WORKS DEPARTMENT
CHUCK MCBRIDE, ASSISTANT CITY MANAGER/CHIEF
FINANCIAL OFFICER,
FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: BID AWARD - PURCHASE ORDER FOR 2020 FORD F-150
EXTENDED CAB PICKUPS

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Transportation and Public Works and Finance Departments, that the Council, by resolution, approve a bid award and purchase order for eight (8) 2020 Ford F-150 extended cab pickups to Hansel Ford, Inc., Santa Rosa, CA, in an amount not to exceed \$211,922.40.

EXECUTIVE SUMMARY

The Transportation and Public Works Department submitted a request to Purchasing for the purchase of eight (8) 2020 or newer, Class 1, extended cab pickups.

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 the City's Faster Fleet software system. The vehicles listed below are between nine and thirteen years old.

This purchase will replace the following City vehicles:

- 11504 - 2005 Ford F-150, Parks

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- 11108 - 2011 Ford F-150, Fire
- 11104 - 2011 Ford F-150, Public Works
- 11105 - 2011 Ford F-150, Public Works
- 11106 - 2011 Ford F-150, Public Works
- 11107 - 2011 Ford F-150, Public Works
- 12702 - 2007 Chevrolet 1500, Water
- 12703 - 2007 Chevrolet 1500, Water

PRIOR CITY COUNCIL REVIEW

Not Applicable

ANALYSIS

On February 6, 2020, Invitation for Bids (IFB) 20-06 was opened by Purchasing. Of the one hundred eighty-one (181) vendors notified, twelve (12) prospective bidders downloaded the documents for this solicitation. One (1) responsive and responsible bid response was received from Hansel Ford, Inc., Santa Rosa, CA. Staff submitted an email to the eleven (11) other prospective bidders inquiring why they elected not to bid. One prospective bidder indicated that they were unable to meet the minimum specifications. City staff did not receive any other responses.

When a sole bid is received, staff does an analysis to determine if the quote submitted is fair and reasonable. Research under the Kelly Blue Book (KBB) website for the 2020 Ford F-150 showed an MSRP base price, without any options selected, of \$32,173. Further research under KBB identified various similar models for sale, within 75 miles of Santa Rosa, between \$28,143 – \$31,976. 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 2019-2020 under the Transportation and Public Works Fleet Vehicle Replacement account 300106, as approved by Council.

ENVIRONMENTAL IMPACT

The Council finds that the proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under section 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 that no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable

NOTIFICATION

Not applicable

ATTACHMENTS

- Resolution

CONTACT

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