

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER
SUBJECT: WAIVER OF COMPETITIVE BIDDING AND RETROACTIVE
GENERAL SERVICES CONTRACT FOR BMW MOTORCYCLE
PARTS, MAINTENANCE AND SERVICES WITH DCD
MOTORSPORTS INC., DBA SANTA ROSA BMW

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Police and Finance Departments that the Council, by resolution, waive competitive bidding and approve a 2-year General Services Agreement retroactive to May 1, 2017 with (3) one-year extension options for BMW Motorcycle parts, maintenance and services with DCD Motorsports Inc., DBA Santa Rosa BMW, Santa Rosa, California, for a total amount not to exceed \$95,000.

EXECUTIVE SUMMARY

The Police Department has an ongoing need for motorcycle repairs and maintenance services. Currently the Department's traffic bureau has (12) BMW R1200RT Motorcycles in their fleet requiring specialized mechanical handling to adhere to the manufacturer's warranty. DCD Motorsports is the only authorized BMW dealer and service provider within Sonoma County. In order to continue receiving the servicing on these vehicles, a waiver of competitive bidding needs to be approved so the Agreement can be awarded.

BACKGROUND

The Police Department has been using Santa Rosa BMW to provide maintenance and repair services to their motorcycle fleet. Over the past five-year period, the Police Department has spent \$103,129.41 with this vendor which includes unpaid invoices in the amount of \$3,290.22 for services rendered in May and June 2017. Past process was to issue annual purchase orders for this type of work. Staff did not review cumulative spend with the vendors prior to issuing the purchase orders, inadvertently causing compliance issues with the Agreement.

The proposed Agreement has a retroactive effective date to cover the period of May and June during which Santa Rosa BMW was performing services without an agreement in

place. A waiver of competitive bidding is being requested as this is the only authorized dealer in Sonoma County. If the City were to contract with dealers outside the County, there would be a significant loss of efficiency, productivity and reduced staff time available for police patrol as the vehicles are driven to the dealer when services are needed.

PRIOR CITY COUNCIL REVIEW

Not applicable

ANALYSIS

The City has been using the local dealer for these services for many years. Over the past five years, the vendor has been paid \$99,839.19 and continued to provide services when the purchase order ran out of funds making it no longer a valid agreement. Since the purchase order ran out of funds available to spend, the vendor is now owed \$3,290.22 which remains unpaid.

City staff has worked with the vendor to institute a retroactive agreement to encompass the time period for which the vendor continued to provide services. The proposed Agreement is for a two-year period with (3) one-year extension options. The total Agreement amount is \$95,000 for a total cumulative amount with this vendor of \$198,129.41 since Fiscal Year (FY) 2012-13.

FISCAL IMPACT

There is no additional impact to the General Fund. Funds for this Agreement are included in the FY 2017-18 adopted budget within the Police Department and as a regular operating expense, funds are expected to be included in budget proposals each year when presented to 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/Exhibit A (Agreement)

CONTACT

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