

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: ZAC BRAND, FLEET SUPERINTENDENT, TRANSPORTATION
AND PUBLIC WORKS DEPARTMENT
ALAN ALTON, INTERIM CHIEF FINANCIAL OFFICER
FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
JENNIFER MYLES, AUTHOR, SENIOR BUYER, FINANCE
DEPARTMENT
SUBJECT: BID AWARD – PURCHASE ORDER FOR 2020 CLASS 5 OR
NEWER DIESEL CAB & CHASSIS WITH 9FT UTILITY BODY,
LIFTGATE, AND MATERIAL RACK

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 the purchase of one 2021 Ford F550 Diesel Cab & Chassis with 9FT Utility Body, liftgate and material rack to Towne Ford, Redwood City, California, in an amount not to exceed \$117,362.65.

EXECUTIVE SUMMARY

The Transportation and Public Works and Finance Departments submitted Purchase Request R155290 to Purchasing for the purchase of one 2020 or Newer Class 5 Diesel Cab & Chassis with 9FT Utility Body, liftgate, and material rack.

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 City vehicle #13605, a 2006 Chevrolet Silverado used by Transportation and Public Works Facilities Inhouse Construction Crew.

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PRIOR CITY COUNCIL REVIEW

Not Applicable.

ANALYSIS

On October 7, 2020, Request for Quote (RFQ) 20-95 was opened by Purchasing. Of the one hundred ninety-seven vendors notified, twelve prospective bidders downloaded the documents for this solicitation. Four bid responses were received, and two of the four responses were deemed responsive and responsible, see table below:

Vendor	Bid Total
Towne Ford Redwood City, CA	\$117,362.65
Napa Ford-Lincoln Napa, CA	\$119,574.38

FISCAL IMPACT

Funds for replacement vehicles are budgeted in Fiscal Year 2020-21 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.

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ATTACHMENTS

- Resolution

CONTACT

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