

**Council Meeting: November 17, 2009****SUBJECT: Award of Contract for Seven Service Trucks (F0910-33)****BACKGROUND**

Approval is requested to award a contract to Serramonte Ford of Colma in the amount of \$124,103 for seven service trucks for use by the Departments of Public Safety, Public Works and Community Services to transport goods and provide maintenance repair services.

DISCUSSION

These service trucks will replace seven vehicles, nine to sixteen years old, that are scheduled for replacement during Fiscal Year 2009/2010. Economic operation of the City's fleet requires that vehicles and equipment be replaced before operating costs become excessive. The existing vehicles are considered safe, but their age, mileage, and breakdown record make replacement appropriate at this time.

Bid specifications were prepared by Department of Public Works Fleet Maintenance and Purchasing staff. Invitation for Bids No. F0910-33 was advertised on the City's Internet site and broadcast to potential suppliers through the Onvia DemandStar public procurement network.

Sealed bids were received and publicly opened on November 4, 2009. Six responsive bids were received:

| <u>Bidder</u> | <u>Total Bid</u> |
|-------------------------------------|-------------------------|
| Serramonte Ford of Colma | \$124,103 |
| Wondries Fleet Group of Alhambra | \$124,648 |
| Sunnyvale Ford of Sunnyvale | \$126,725 |
| Downtown Ford Sales of Sacramento | \$129,209 |
| San Francisco Ford of San Francisco | \$129,597 |
| Theodore Robins Ford | \$141,570 |

Staff has determined that the vehicles offered by Serramonte Ford meet City specifications and recommends that the contract be awarded to that firm as the lowest responsive and responsible bidder. It should be noted that the

Municipal Code authorizes a local business bid preference of one percent. Even with the application of this bidding advantage, the Sunnyvale Ford bid remained the third lowest bid.

FISCAL IMPACT

Total cost to the City will be \$124,103 for seven service trucks, including sales tax and delivery to the Corporation Yard. Budgeted funds are available in Fleet Equipment Replacement Account 020700.

PUBLIC CONTACT

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's Web site.

RECOMMENDATION

It is recommended that Council award a contract, in substantially the same form as the attached draft Purchase Order, and in the amount of \$124,103, to Serramonte Ford for seven service trucks.

Reviewed by:

Mary J. Bradley, Director of Finance

Prepared by: Pete Gonda, Senior Management Analyst, Finance

Reviewed by:

Marvin Rose, Director of Public Works

Approved by:

Gary M. Luebbers

City Manager

Attachment

A. Draft Purchase Order



| ITEM | DESCRIPTION | QTY | UNIT | UNIT COST | TOTAL |
|--------------|---|----------|------|---------------|---------------------|
| 4 | Ford Ranger Regular Cab 2WD | 3.00 | EA | \$12,844.0000 | \$38,532.00 |
| 5 | 2010 Ford F350 Regular Cab and Chassis. | 1.00 | EA | \$18,730.0000 | \$18,730.00 |
| 6 | Recycling Tire Fee. | 37.00 | EA | \$1.7500 | \$64.75 |
| 7 | Sales Tax (9.25%). Awarded by City Council 11/17/2009, RTC # _____. | 10502.08 | DLR | \$1.0000 | \$10,502.08 |
| TOTAL | | | | | \$124,102.83 |

Document Terms:

Invoices must be sent directly to Accounts Payable at the address above and must reference the purchase order number. Failure to comply will result in a delay in payment processing.

This purchase order is subject to the City of Sunnyvale Standard Terms and Conditions for the Purchase of Goods, dated 1/15/2000, a copy of which is attached and incorporated by reference (Form #TCPO-G).

BUYER:

Howard, Dreama

PHONE (408) 730-7396

FAX (408) 730-7710