SUBJECT: Award of Contract for Three Service Trucks (F13-18)

BACKGROUND
Approval is requested to award a contract to Frontier Ford of Santa Clara in the amount of $117,648 for three service trucks for use by the Departments of Public Safety and Public Works for animal control, materials transportation and maintenance and repair services.

DISCUSSION
The service trucks will replace vehicles, ten to twelve years old, which are scheduled for replacement during FY 2012/2013. Economical 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 records make replacement appropriate at this time.

Bid specifications for five service trucks were prepared by Department of Public Works Fleet Maintenance and Purchasing staff. Invitation for Bids (IFB) No. F13-18 was distributed by mail to fourteen potential suppliers and was broadcast to other potential suppliers through the Onvia DemandStar public procurement network. Sealed bids were received and publicly opened on October 24, 2012. Five responsive bids were received, as shown in Attachment A, Bid Tabulation.

Customarily, these types of bids are structured such that contracts can be awarded to a single low bidder for the entire procurement or to multiple low bidders by low-bid line item. Staff has determined that awarding the bid items on a line-item basis allows the City to purchase vehicles that meet City specifications in the most cost-effective manner. Staff therefore recommends that Council award a contract to Frontier Ford for three of the five vehicles bid in the amount of $117,648 (Items 2, 3, and 4 from Attachment A). Separate contracts will be awarded under the City Manager’s award authority to Towne Ford Sales in the amount of $28,869 for one vehicle (Item 1, Attachment A) and to Downtown Ford Sales in the amount of $35,773 for one vehicle (Item 5, Attachment A), the lowest responsive and responsible bidders for the two remaining vehicles.
**FISCAL IMPACT**
Total cost to the City will be $182,290 for five service trucks, including tire fees, 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 the amount of $117,648, in substantially the same form as the attached draft purchase order, to Frontier Ford for three service trucks.

Reviewed by:

Grace K. Leung, Director of Finance
Prepared by: Pete Gonda, Purchasing Officer

Reviewed by:

Kent Steffens, Director of Public Works

Approved by:

Gary M. Luebbers
City Manager

**Attachments**
A. Bid Tabulation
B. Draft Purchase Order
City of Sunnyvale, California

IFB No. F13-18

**Five (5) Service Trucks**

<table>
<thead>
<tr>
<th>Bidder</th>
<th>Address</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downtown Ford Sales</td>
<td>525 N 16th St, Sacramento CA 95811</td>
<td>Dave Forbes</td>
</tr>
<tr>
<td>Frontier Ford</td>
<td>3701 Stevens Creek Blvd, Santa Clara CA 95051-7396</td>
<td>Virginia Harper/Melinda Lake</td>
</tr>
<tr>
<td>Albany Ford</td>
<td>718 San Pablo Ave, Albany CA 94706</td>
<td>Dan Durigan</td>
</tr>
<tr>
<td>Towne Ford Sales</td>
<td>1601 El Camino Real, Redwood City CA 94063</td>
<td>Frank Ginotti</td>
</tr>
<tr>
<td>North Bay Ford</td>
<td>1999 Soquel Ave, Santa Cruz CA 95062</td>
<td>Roberta Robinson</td>
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**Item Pricing**

<table>
<thead>
<tr>
<th>Item</th>
<th>Make/Model/Year</th>
<th>Qty</th>
<th>Unit Cost</th>
<th>Unit Cost</th>
<th>Unit Cost</th>
<th>Unit Cost</th>
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</thead>
<tbody>
<tr>
<td>1A 1 Ton regular cab/chassis, 2WD DRW 84” CTW</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>No Bid</td>
<td>31,974.18</td>
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</tr>
<tr>
<td>1B 1 Ton regular cab/chassis, 2WD DRW 84” CTW</td>
<td>Ford F350 DRW 2013</td>
<td>1</td>
<td>27,500.00</td>
<td>27,500.00</td>
<td>27,677.48</td>
<td>26,627.00</td>
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<tr>
<td>2 3/4 Ton extended cargo van</td>
<td>Ford F350 2013</td>
<td>1</td>
<td>27,000.00</td>
<td>27,200.00</td>
<td>26,984.89</td>
<td>25,872.00</td>
</tr>
<tr>
<td>3 1T extended cab/chassis w/dumping flatbed</td>
<td>Ford E350 Supercargo 2013</td>
<td>1</td>
<td>39,000.00</td>
<td>39,310.00</td>
<td>38,990.48</td>
<td>42,350.00</td>
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<tr>
<td>4 1-1/2 Ton extended cab/chassis w/flatbed</td>
<td>Ford F450 2013</td>
<td>1</td>
<td>43,400.00</td>
<td>43,400.00</td>
<td>42,985.84</td>
<td>46,790.00</td>
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<tr>
<td>5A 3/4 Ton extended cab/chassis 2WD SRW 56” CTA</td>
<td>Ford F250 Super Cab 2013</td>
<td>1</td>
<td>33,000.00</td>
<td>33,700.00</td>
<td>33,609.36</td>
<td>23,949.00</td>
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<tr>
<td>5B 3/4 Ton extended cab/chassis 2WD SRW 56” CTA</td>
<td>Ford F250 Super Cab 2013</td>
<td>1</td>
<td>33,000.00</td>
<td>33,700.00</td>
<td>33,609.36</td>
<td>No Bid</td>
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**Tire Fee/Qty:**

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<tr>
<th>Tire Fee/Qty (all vehicles bid)</th>
<th>$500/vehicle 30 days payment</th>
<th>Net 30</th>
<th>Net 15</th>
<th>None</th>
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<tbody>
<tr>
<td></td>
<td>47.25</td>
<td>22 x 1.75 = 38.50</td>
<td>28 x 1.75 = 49.00</td>
<td>Included in extended totals</td>
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**Award Vehicle Subtotal**

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<th>33,000.00</th>
<th>109,910.00</th>
<th>26,627.00</th>
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**Sales Tax**

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<tr>
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<th>2,763.75</th>
<th>9,204.96</th>
<th>2,230.01</th>
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**Discount**

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<th>Discount</th>
<th>8.75</th>
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**Prompt Payment Terms**

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<tr>
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<th>120 days</th>
<th>128 - 180 days</th>
<th>90-120 days</th>
<th>90-150 days</th>
<th>120 - 180 days</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>33,000.00</td>
<td>109,910.00</td>
<td>26,627.00</td>
<td>2,763.75</td>
<td>8.75</td>
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**Award Total**

<table>
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<tr>
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<th>35,772.50</th>
<th>117,648.21</th>
<th>28,869.26</th>
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</thead>
<tbody>
<tr>
<td>ITEM</td>
<td>DESCRIPTION</td>
<td>QTY</td>
<td>UNIT</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----</td>
<td>------</td>
</tr>
<tr>
<td>1</td>
<td>Provide trucks in accordance with the specifications,</td>
<td>1.00</td>
<td>EA</td>
</tr>
<tr>
<td></td>
<td>terms and conditions of Invitation for Bids No. F13-18 and vendor's</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>response, attached and incorporated by reference.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bid Item 2: One ton extended cargo van, 2013 Ford E350</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$27,200.00 less $500.00 payment discount = $26,700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Bid Item 3: One ton extended cab/chassis with dumping flatbed, 2013 Ford</td>
<td>1.00</td>
<td>DLR</td>
</tr>
<tr>
<td></td>
<td>F350 Super Cab/Chassis $39,310.00 less $500.00 payment discount = $38,810.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ORDERED FROM**
City of Sunnyvale
Draft Purchase Order NO: PO004203

**ORDER DATE**
10/30/2012

**DELIVERY DATE**
01/31/2013

**BILL TO:**
City of Sunnyvale
Finance Department
Accounts Payable
PO Box 3707
Sunnyvale, CA 94088-3707

**BILL TO:**
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Finance Department
Accounts Payable
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Sunnyvale, CA 94088-3707

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Accounts Payable
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Sunnyvale, CA 94088-3707
<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
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<th>UNIT</th>
<th>UNIT COST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Bid Item 4: One and one-half ton extended cab/chassis with flatbed, 2013 Ford F450 Super Cab/Chassis $43,400.00 less $500.00 payment discount = $42,900.00</td>
<td>1.00</td>
<td>DLR</td>
<td>$42,900.0000</td>
<td>$42,900.00</td>
</tr>
<tr>
<td>4</td>
<td>Tire fee</td>
<td>19.00</td>
<td>DLR</td>
<td>$1.7500</td>
<td>$33.25</td>
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<tr>
<td>5</td>
<td>Sales tax at 8.375%</td>
<td>9204.96</td>
<td>DLR</td>
<td>$1.0000</td>
<td>$9,204.96</td>
</tr>
</tbody>
</table>

Awarded by Council 11/13/2012, RTC#__________.

| TOTAL | $117,648.21 |

**BUYER:**

Dietz, Noel

**PHONE** (408) 730-7399  **FAX** (408) 730-7710