



**TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: April 8, 2014

**SUBJECT: AWARD OF CONTRACT TO FUTURE FORD IN THE AMOUNT OF \$54,676.32 FOR RFB #2282, TWO 2015 FORD F-350 STAKE BODY TRUCKS**

**Report in Brief**

Bids were opened on Friday, March 14, 2014, at 10:00 am for Request for Bid (RFB) #2282 to purchase two new 2015 Ford F-350 stake body trucks. Future Ford, having satisfactory references, was selected by staff as the lowest responsible bidder.

Staff recommends that City Council select Future Ford as the lowest responsive bidder and award the purchase of two new 2015 Ford F-350 stake body trucks (RFB #2282) in the amount of \$54,676.32.

**Background**

Replacement of worn-out vehicles is an on-going effort to sustain fleet reliability and maintainability. Replacing vehicles at the end of their useful life saves the City money, reduces vehicle out-of-commission time, and helps ensure safety. Vehicles being replaced are no longer economically maintainable.

Each vehicle is budgeted to be replaced after 6-10 years of use depending on the type of vehicle and how the vehicle is employed. The City's adopted budget assumes the purchase of 42 vehicles in the Fiscal Year 2013/14 annual vehicle replacement program.

The bid opening for RFB # 2282 was held at 10:00 am on Friday, March 14, 2014. Six bids were received as described on the Review Memo (Attachment 1).

**Discussion**

On February 21, 2014, eight potential bidders, including one local vendor, were directly solicited and the Notice to Bid was published on the City's website. The bid was available to hundreds of potential vendors through the Public Purchase System (<http://www.publicpurchase.com>) and it was posted on the glass window board outside of the Finance Building and sent to the Concord Chamber of Commerce. No questions were received from potential bidders. No addenda were issued to RFB #2282. At 10:00 am on Friday, March 14, 2014, six submittals, including one from a local vendor, were opened by the City Clerk's office. The bid tabulation is attached (Attachment 2).

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FOR RFB #2282, TWO 2015 FORD F-350 STAKE BODY TRUCKS**

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Future Ford has successfully met the City's expectations and their agreed commitments as measured through past performance. Staff recommends that Future Ford be selected as the lowest bidder.

As a local vendor, Future Ford is qualified for the 5% bidder preference on the first \$100,000 allowed under City of Concord Policy 142 adopted by Council on June 2, 1992. In this solicitation, the Future Ford bid of \$27,338.16 per truck is the lowest bid (Attachment 1) so application of the local vendor preference was not necessary.

**Fiscal Impact**

The replacement of these vehicles is included in the City Council approved Fiscal Year 2013/14 Annual Vehicle Replacement Program.

**Public Contact**

The Notice to Bid was sent directly to eight potential vendors on February 21, 2014. Hundreds of additional potential vendors were solicited to submit their bids through the Public Purchase System. The Notice to Bid was published on the City's website and posted on the glass window board outside of the Finance Building and sent to the Concord Chamber of Commerce.

**Recommendation for Action**

Staff recommends that City Council select Future Ford as the lowest responsive bidder and award the purchase of two new 2015 Ford F-350 stake body trucks (RFB #2282) in the amount of \$54,676.32.

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Attachment 1 - RFB#2282 – F-350 Stake Body Truck with Stakes Review Memo

Attachment 2 - RFB#2282 – F-350 Stake Body Truck with Stakes BIDSHEET



**PURCHASING DEPARTMENT – FINANCE \* CITY OF CONCORD (COC)**  
1950 Parkside Drive, MS/07 \* (925)671-3178 / (925)676-2290 FAX

## INTEROFFICE MEMORANDUM

**To:** Jeff Roubal, Fleet Manager

**From:** Debbie Wellnitz, Purchasing Manager

**Subject:** Review Memo for Request For Bid (RFB)#2282 – F-350 Stake Body Truck with Stakes

**Date:** March 14, 2014

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This correspondence is to advise you that I have completed the administrative review for the above RFB and the apparent lowest, responsive, and responsible bidder is **Future Ford**.

The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy on February 21, 2014 . Eight (8) potential bidders were solicited and the Notice to Bid was published on the City's website, Public Purchase System (over hundreds of vendors), posted on the glass window board outside of the Finance Building, and sent to the Concord Chamber of Commerce. Six (6 ) companies submitted a bid by the deadline of 10:00 AM on **March 14, 2014**.

The following table is the results from the bid opening:

	<b>Bidder's Name (alphabetically)</b>	<b>Bid Amount (per Unit)</b>	<b>Bid with Local Vendor Preference 5%</b>	<b>Rank from lowest to highest bidder (1-6)</b>
1	<b>Albany Ford Subaru</b> 718 San Pablo Avenue, Albany CA 94706	\$ 28,499.66	\$ 28,499.66	5
2	<b>All Star Ford</b> 3800 Century Way, Pittsburg CA 94565	\$ 30,713.85	\$ 30,713.85	6
3	<b>Crown Automotive Inc.</b> (Concord Chrysler Jeep Dodge) 4901 Marsh Drive, Concord CA 94520	\$ 28,475.00	\$ 27,051.25	2
4	<b>Future Ford</b> 2285 Diamond Blvd., Concord CA 94520	\$ 27,338.16	\$ 25,971.25	1
5	<b>San Leandro Ford</b> 1111 Marina Blvd., San Leandro CA 94577	\$ 28,131.00	\$ 28,131.00	4
6	<b>Towne Ford Sales</b> 1601 El Camino Real Office, Redwood City CA 94063	\$ 27,500.00	\$ 27,500.00	3

The bid tabulation is typically posted on the website shortly after the bid opening. I have reviewed each bid submittal for completeness and correct amount calculations. Minor informalities shall be rectified with the bidder(s).

The bid tabulation and a copy of each submittal are attached for your review. The bid submittals are subject to your technical evaluation. Upon your review and decision on the selected bid based on 'best value' for the City, the awarded contractor will be notified for any additional, applicable requirements and

documentation including but not limited to a signed contract, current business license, insurance requirements, and bonds. A purchase order shall be issued once all required documents are submitted and council approval awarded (if applicable) and you may inform the awarded contractor with a 'Notice to Proceed' for commencement of work.

Please contact me for any questions and status of your review progress at 925-671-3219. Thank you.

**City of Concord  
Bid Sheet**

**PROJECT RFB #2282**  
**F-350 Stake Body Truck with Stakes**

**Bid Opening:  
Friday,  
March 14, 2014  
10:00 am**

**City Manager's Conference Room**

Engineer's Estimate: \$70,000 Total

To be awarded: TBD

COMPANY	TOTAL BID
Future Ford 2285 Diamond Blvd. Concord, CA 94520	\$54,676.32 ÷ by 2 = \$27,338.16 (Unit Price)
Towne Ford Sales 1601 El Camino Real Office Redwood City, CA 94063	\$27,500
San Leandro Ford 1111 Marina Blvd. San Leandro, CA 94577	\$56,262 ÷ by 2 = \$28,131 (Unit Price)
Crown Automotive Inc. Concord Chrysler Jeep Dodge 4901 Marsh Drive Concord, CA 94520	\$28,475.
Albany Ford Subaru 718 San Pablo Avenue Albany, CA 94706	\$28,499.66
All Star Ford 3800 Century Way Pittsburg, CA 94565	\$61,427.70 ÷ by 2 = \$30,713.85 (Unit Price)

**Contact: Jeff Roubal x3147**