



TO THE HONORABLE MAYOR AND COUNCIL:

DATE: November 18, 2014

SUBJECT: AWARD OF CONTRACTS TO VARIOUS VENDORS FOR THE PURCHASE OF THREE 2015 FORD TAURUS SEDANS, FOUR 2015 FORD F-150 PICKUP TRUCKS, ONE DIESEL FRONT-MOUNTED MOWER, AND ONE TRAILER-MOUNTED LEAF COLLECTOR (FUNDING FROM THE ANNUAL VEHICLE REPLACEMENT FUND)

Report in Brief

Staff issued formalized Request for Bid (RFB) notices for vehicles and equipment during the month of September and October. Following the bid openings staff selected the lowest responsible bidders and screened them for satisfactory references.

Staff recommends that City Council select the following as the lowest responsible bidders and award each vendor with the specified purchase:

- a. Hansel Ford Lincoln Mercury – award the purchase of three 2015 Ford Taurus sedans (RFB #2302) in the amount of \$87,420.00;
- b. Hansel Ford Lincoln Mercury – award the purchase of four 2015 Ford F-150 pickup trucks (RFB #2304) in the amount of \$83,380.00;
- c. Mission Valley Tractor & Equipment – award the purchase of one Diesel Front-Mounted Mower (RFB #2306) in the amount of \$23,458.94; and
- d. Nixon-Egli Equipment Company – award the purchase of one Trailer-Mounted Leaf Collector (RFB #2307) in the amount of \$82,000.

Background

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

Each vehicle and piece of equipment is budgeted to be replaced after 6-10 years of use depending on type and use. The City's adopted budget assumes the purchase of 42 vehicles and pieces of equipment in the Fiscal Year 2014/15 annual vehicle replacement program.

Staff issued formalized Request for Bid (RFB) notices for vehicles and equipment during the month of September and October; the results are described in the Review Memos (Attachments A-D).

**AWARD OF CONTRACTS TO VARIOUS VENDORS FOR THE PURCHASE OF
VEHICLES AND EQUIPMENT**

November 18, 2014

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Discussion

The Request for Bid notices issued during September and October were done so in accordance with the City of Concord Procurement Policy. Notices were published on the City's website via Public Purchase System which includes over hundreds of registered vendors, posted in the glass box outside of the Finance building, and sent to the Concord Chamber of Commerce. The submittals were opened by the City Clerk's office; bid tabulations are attached (Attachments E-H).

None of the bidders were local vendors. Each vendor has, however, successfully met the City's expectations and their agreed commitments as measured through past performance. Staff recommends that these vendors be selected as the lowest bidders.

Fiscal Impact

The replacement of these vehicles and equipment is included in the City Council approved Fiscal Year 2014/15 Annual Vehicle Replacement Program.

Public Contact

The Request for Bid notices were issued in accordance with the City of Concord Procurement Policy. The Notices were published on the City's website via Public Purchase System which includes hundreds of registered vendors, posted in the glass box outside of the Finance building, and sent to the Concord Chamber of Commerce.

Recommendation for Action

Staff recommends that City Council select the following as the lowest responsible bidders and award each vendor with the specified purchase:

- a. Hansel Ford Lincoln Mercury – award the purchase of three 2015 Ford Taurus sedans (RFB #2302) in the amount of \$87,420.00;
- b. Hansel Ford Lincoln Mercury – award the purchase of four 2015 Ford F-150 pickup trucks (RFB #2304) in the amount of \$83,380.00;
- c. Mission Valley Tractor & Equipment – award the purchase of one Diesel Front-Mounted Mower (RFB #2306) in the amount of \$23,458.94; and
- d. Nixon-Egli Equipment Company – award the purchase of one Trailer-Mounted Leaf Collector (RFB #2307) in the amount of \$82,000.

Prepared by: Jeff Roubal
Fleet Manager
Jeff.Roubal@CityofConcord.org



Valerie J. Barone
City Manager
Valerie.Barone@CityofConcord.org

Reviewed by: Justin Ezell
Director of Public Works
Justin.Ezell@CityofConcord.org

**AWARD OF CONTRACTS TO VARIOUS VENDORS FOR THE PURCHASE OF
VEHICLES AND EQUIPMENT**

November 18, 2014

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- Attachment A – RFB#2302, 2015 Ford Taurus Review Memo
- Attachment B – RFB#2304, 2015 Ford F-150 Pickup Truck Review Memo
- Attachment C – RFB#2306, Diesel Front-Mounted Mower Review Memo
- Attachment D – RFB#2307, Trailer-Mounted Leaf Collector Review Memo
- Attachment E – RFB#2302, 2015 Ford Taurus Bid Sheet
- Attachment F – RFB#2304, 2015 Ford F-150 Pickup Truck Bid Sheet
- Attachment G – RFB#2306, Diesel Front-Mounted Mower Bid Sheet
- Attachment H – RFB#2307, Trailer-Mounted Leaf Collector Bid Sheet



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)#2302 – 2015 Ford Taurus
Date: September 26, 2014

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 **Hansel Ford Lincoln Mercury, Santa Rosa, CA**.

The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy on September 2, 2014. The Notice to Bid was published on the City's website via Public Purchase System (which includes over hundreds of registered vendors), posted in the glass box outside of the Finance building, and sent to the Concord Chamber of Commerce. Two (2) companies submitted a bid by the deadline of 10:15 AM on **September 26, 2014**.

The following table is the results from the bid opening (alphabetically):

| | Company, Location | Bid Amount | Local Preference (5%) |
|----------|--|-------------------|------------------------------|
| 1 | Hansel Ford Lincoln Mercury (Santa Rosa, CA) | \$87,420.00 | n/a |
| 2 | Serramonte Ford (Colma, CA) | \$91,554.60 | n/a |

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. If costs do not meet budgetary requirements and/or are far from the Project Manager's cost estimate, the bid may be reissued at the Project Manager's discretion. Upon your review and decision on the selected bid based on 'best value' for the City, the awarded contractor may 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 or debbie.wellnitz@cityofconcord.org. Thank you.



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INTEROFFICE MEMORANDUM

To: Jeff Roubal, Fleet Manager
From: Debbie Wellnitz, Purchasing Manager
Subject: Review Memo for Request For Bid (RFB)#2304 – 2015 Ford F-150 4x2 ½ Ton Pickup (4)
Date: September 26, 2014

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 **Hansel Ford Lincoln Mercury, Santa Rosa, CA**.

The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy on September 2, 2014. The Notice to Bid was published on the City's website via Public Purchase System (which includes over hundreds of registered vendors), posted in the glass box outside of the Finance building, and sent to the Concord Chamber of Commerce. Two (2) companies submitted a bid by the deadline of 10:30 AM on **September 26, 2014**.

The following table is the results from the bid opening (alphabetically):

| | Company, Location | Bid Amount | Local Preference (5%) |
|----------|--|-------------------|------------------------------|
| 1 | Hansel Ford Lincoln Mercury (Santa Rosa, CA) | \$83,380.00 | n/a |
| 2 | Serramonte Ford (Colma, CA) | \$94,493.32 | n/a |

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. If costs do not meet budgetary requirements and/or are far from the Project Manager's cost estimate, the bid may be reissued at the Project Manager's discretion. Upon your review and decision on the selected bid based on 'best value' for the City, the awarded contractor may 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 or debbie.wellnitz@cityofconcord.org. Thank you.



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INTEROFFICE MEMORANDUM

To: Jeff Roubal, Fleet Manager

From: Debbie Wellnitz, Purchasing Manager

Subject: Review Memo for Request For Bid (RFB)#2306 Diesel Front-Mounted Mower

Date: October 31, 2014

This correspondence is to advise you that I have completed the administrative review for the above RFB and the apparent lowest, responsive, and responsible is **Mission Valley Tractor & Equipment, San Jose, CA.**

The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy on October 10, 2014. The Notice to Bid was published on the City's website via Public Purchase System(which includes over hundreds of registered vendors), posted in the glass box outside of the Finance building, and sent to the Concord Chamber of Commerce. Three (3) companies submitted a bid by the deadline of 10:00 AM on **October 30, 2014.**

The following table is the results from the bid opening:

| | Company, Location | Bid Amount | Local Preference (5%) |
|----------|---|-------------------|------------------------------|
| 1 | Mission Valley Tractor & Equipment (San Jose, CA) | \$23,458.94 | No |
| 2 | Belkorp Ag LLC (Stockton, CA) | \$25,614.21 | No |
| 3 | Garton Tractor (Novato, CA) | \$26,850.00 | No |

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 or debbie.wellnitz@cityofconcord.org. Thank you.



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INTEROFFICE MEMORANDUM

To: Jeff Roubal, Fleet Manager

From: Debbie Wellnitz, Purchasing Manager

Subject: Review Memo for Request For Bid (RFB)#2307 Trailer-Mounted Leaf Collector

Date: October 31, 2014

This correspondence is to advise you that I have completed the administrative review for the above RFB and the apparent lowest, responsive, and responsible (& only bidder) is **Nixon-Egli Equipment Co., Tracy, CA.**

The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy on October 10, 2014. The Notice to Bid was published on the City's website via Public Purchase System(which includes over hundreds of registered vendors), posted in the glass box outside of the Finance building, and sent to the Concord Chamber of Commerce. One (1) company submitted a bid by the deadline of 10:15 AM on **October 30, 2014.**

The following table is the results from the bid opening:

| | Company, Location | Bid Amount | Local Preference (5%) |
|----------|--|-------------|-----------------------|
| 1 | Nixon-Egli Equipment Co. (Tracy, CA) | \$82,000.00 | No |

The bid tabulation is typically posted on the website shortly after the bid opening. I have reviewed the 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 or debbie.wellnitz@cityofconcord.org. Thank you.

**City of Concord
Bid Sheet**

PROJECT RFB #2302

2015 Ford Taurus

Bid Opening:

**Friday,
September 26,
2014
10:15 am**

City Manager's Conference Room

Engineer's Estimate: \$100,000

To be awarded: TBD

| COMPANY | TOTAL BID |
|--|--|
| Serramonte Ford 999 Serramonte Blvd. Colma, CA 94014 (650) 301-7108 | \$22,888.65 per car \$91,554.60 total |
| Hansel Ford Lincoln Mercury 3075 Corby Ave. Santa Rosa, CA 95407 (707) 543-7300 | \$87,420.00 total |
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Contact: Jeff Roubal x3147

**City of Concord
Bid Sheet**

ATTACHMENT F

PROJECT RFB #2304

2015 Ford F-150 4x2 1/2 Ton Pickup (4)

Bid Opening:

**Friday,
September 26,
2014
10:30 am**

City Manager's Conference Room

Engineer's Estimate: \$15,500 each x 4 = \$62,000

To be awarded: TBD

| COMPANY | TOTAL BID |
|--|--|
| Serramonte Ford 999 Serramonte Blvd. Colma, CA 94104 (650) 301-7108 | \$23,623.33 per car \$94,493.32 total |
| Hansel Ford Lincoln Mercury 3075 Corby Ave. Santa Rosa, CA 95407 (707) 543-7300 | \$83,380.00 total |
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Contact: Jeff Roubal x3147

**City of Concord
Bid Sheet**

PROJECT RFB#2306
Diesel Front-Mounted Mower

**Bid Opening:
Thursday,
October 30, 2014
10:00 am**

City Manager's Conference Room

Engineer's Estimate: \$24,000

To be awarded:

| COMPANY | TOTAL BID |
|--|-------------|
| Mission Valley Tractor & Equipment 780 E Brokaw Rd San Jose, CA 95112 | \$23,458.94 |
| Belkorp Ag LLC 1120 West Charter Way Stockton, CA 95206 | \$25,614.21 |
| Garton Tractor 1100 3 rd St. Novato, CA 94945 | \$26,850.00 |
| Municipal Maintenance Equipment 2360 Harvard Street Sacramento, CA 95815 | NO BID |
| | |
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| | |

Contact: Jeff Roubal x3147

**City of Concord
Bid Sheet**

PROJECT RFB #2307
Trailer-Mounted Leaf Collector

Bid Opening:
Thursday,
October 30, 2014
10:15 am

City Manager's Conference Room

Engineer's Estimate: \$35,750

To be awarded:

| COMPANY | TOTAL BID |
|--|-------------|
| Nixon-Egli Equipment Co. 800 E. Grant Line Rd. Tracy, CA 95304-2820 | \$82,000.00 |
| Municipal Maintenance Equipment 2360 Harvard Street Sacramento, CA 95815 | NO BID |
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