

**REPORT TO MAYOR AND COUNCIL**

TO THE HONORABLE MAYOR AND COUNCIL:

DATE: July 28, 2015

SUBJECT: AWARD OF CONTRACT TO SPRAYTEC IN THE AMOUNT OF \$77,351 TO BUILD A PESTICIDE SPRAY TRUCK (FUNDING FROM THE ANNUAL VEHICLE REPLACEMENT FUND)

Report in Brief

Bids were opened on Monday, June 22, 2015, at 10 a.m. for Request for Bid (RFB) #2326 to build a pesticide spray truck. Spraytec, having satisfactory references, was selected by staff as the lowest responsible bidder.

Staff recommends that City Council select Spraytec as the lowest responsive bidder and award the order to build a pesticide spray truck (RFB #2326) in the amount of \$77,351.

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 scheduled to be replaced after 6-10 years of use depending on the type of vehicle and how the vehicle is employed. The City's Fiscal Year 2014/15 adopted budget included the purchase and outfitting of 42 vehicles including a pesticide spray truck in the annual vehicle replacement program.

The pesticide spray truck is used by the Parks Division for management of weeds throughout the City; replacement of the truck is occurring in two phases. Phase I included the purchase of a chassis cab. The purchase was made after completing a competitive bid process last calendar year. The purchase was awarded but the chassis cab had a several month lead time; it was recently delivered to Public Works. Phase II requires the issuance of a second 'Request For Bid' to "build" the truck. Building consists of installing the requisite pesticide spray equipment on the chassis. A notice for the Phase II bid was released on June 4, 2015.

Discussion

On June 4, 2015, the City issued a Request for Bid notice in accordance with the COC Procurement Policy. The bid notice was for Phase II of the process – building the chassis. The notice was published on the City's website via Public Purchase System which includes hundreds of registered vendors, posted in the glass

**AWARD OF CONTRACT TO SPAYTEC IN THE AMOUNT OF
\$77,351 TO BUILD A PESTICIDE SPRAY TRUCK**

July 28, 2015

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box outside of the Finance building, and sent to the Concord Chamber of Commerce. No addenda were issued. At 10 a.m. on Monday, June 22, 2015, bids were opened by the City Clerk's office. The bid tabulation is attached (Attachment 2). One bid was received, Spraytec, as described on the Review Memo (Attachment 1).

Spraytec has successfully met the City's expectations and their agreed commitments as measured through past performance. Although only one bid was received, staff is confident that the company submitted a reasonable price for the work. The bid was reasonably in line with the engineer's estimate of \$70,000. In March 2015, Spraytec was awarded a separate contract under RFB #2269 to provide a smaller spray unit. Spraytec offered work at a lower cost than two other vendors who provided bids for the smaller spray unit.

Fiscal Impact

The building of a pesticide spray truck was included in the City Council approved Fiscal Year 2014/15 Annual Vehicle Replacement Program. Funds for Phase II of the pesticide spray truck procurement have been carried over into FY 2015/16 budget.

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 Spraytec as the lowest responsive bidder and award the order to build a pesticide spray truck (RFB #2326) in the amount of \$77,351.00.

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Attachment 1 - Review Memo - RFB #2326
Attachment 2 - Bid Opening Sheet RFB #2326



PURCHASING DIVISION – FINANCE DEPARTMENT* 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)#2326 Build Pesticide Spray Truck
Date: June 22, 2015

 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 (and only bidder) is **Sprayer Sales Company LLC**.

The City issued a 'Request For Bid' notice in accordance with the COC Procurement Policy according to the timeline below.

Bid Timeline		
Date	Time	Activity
June 4, 2015	By 5:00 PM	RFB Issued
June 11, 2015	4:00 PM	Questions to RFB Due
June 12, 2015	4:00 PM	Addendum Issued/Posted on Purchasing Website by City Staff <i>(Addendum may include revisions and/or responses to RFB/ Questions)</i>
June 22, 2015	10:00 AM	<u>Bid Due Date</u> <u>Bid Submittals to & Bid Opening Location:</u> Office of City Clerk-Wing A City of Concord Civic Center 1950 Parkside Drive-M/S 03 Concord, California 94519

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 above deadline.

The following table is the results from the bid opening (lowest bidder first):

Below is a list of bids submitted. An evaluation review process may follow.

Bidder's Name <i>(order by lowest bidder)</i>	Bid Amount (Each)	Bid with Local Vendor Preference 5%
Sprayer Sales Company LLC, Livermore CA	\$ 77,351.00	n/a

The bid tabulation is typically posted on the website shortly after the bid opening. I have reviewed each bid submittal for completeness, accuracy, and meeting requirements.

You may have received the copy of the bid submittals. If not, you may obtain the bid tabulation and a copy of each submittal by making a request to the Purchasing Division. 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.

Attachment 2
City of Concord
Bid Sheet

PROJECT RFB #2326
Build Pesticide Spray Truck

Bid Opening:
Monday,
June 22, 2015
10:00 a.m.

City Manager's Conference Room

Engineer's Estimate: \$70,000

To be awarded: TBD

COMPANY	TOTAL BID
Spraytec 4706 Bel Roma Road Livermore, CA 94551	\$77,351

Contact: Jeff Roubal x3147