

APPROVED
BY THE CITY COUNCIL

JUN 29 1999

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DEPARTMENT OF
FINANCE
PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

June 29, 1999

PS:Admin:99043:RBH:DK:bd

5730 - 24TH STREET
BUILDING FOUR
SACRAMENTO, CA
95822-3699

PH 916-433-6240
FAX 916-399-0263

City Council
Sacramento, California

Honorable Members in Session:

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1803 FOR OEM PARTS FOR FORD VEHICLES IN A TOTAL AMOUNT NOT TO EXCEED \$120,000.00

LOCATION AND COUNCIL DISTRICT: Citywide

STAFF RECOMMENDATION:

Staff recommends that the City Council adopt specifications and accept the lowest responsible bid for the contract resulting from Bid No. 1803 for OEM Parts For Ford Vehicles. Award is recommended to Suburban Ford, 4625 Madison Ave., Sacramento, CA 95841, in an amount not to exceed \$120,000.00 per contract year.

CONTACT PERSONS: Robert Summersett, Fleet Management Superintendent, 433-6309
Dennis Kerhulas, Senior Buyer, 433-6240

FOR COUNCIL MEETING OF: June 29, 1999

SUMMARY:

Attached is a tabulation of sealed proposals for furnishing equipment in accordance with the specifications used in the bidding process, and recommendation of award for Bid No. 1803 for OEM Parts for Ford Vehicles, to be used by the Maintenance Services Division, Fleet Operations, of the Department of Public Works.

BACKGROUND:

This contract will be used by the Maintenance Services Division, Fleet Operations, of the Department of Public Works and is for replacement Ford Original Equipment Manufacturer (OEM) parts for City automobiles and trucks as may be required during the contract period.

Staff recommends that the contract be awarded to Suburban Ford, 4625 Madison Ave., Sacramento, CA 95841, in a total amount not to exceed \$120,000.00 per contract year. Theirs was the lowest responsible bid received as shown in the attached bid tabulation sheet. Because the bid total of \$26,191.81 represents the amount for those items selected for evaluation purposes only, staff recommends that the City Council authorize a contract in a total amount not to exceed \$120,000.00 per year, which more closely reflects the actual amount anticipated to be expended each year of this potential 3 year contract.

FINANCIAL CONSIDERATIONS:

These purchases are initially charged to the Maintenance Services Division, Fleet Operations general inventory account whereby the items are debited to the Division's operating budget for maintenance and repair as the items are disbursed.

ENVIRONMENTAL CONSIDERATIONS:

Ongoing administrative and maintenance activities, such as purchases of supplies, equipment or materials which are not made for purposes of a public works construction project, do not constitute a "project" and are exempt from the California Environmental Quality Act (CEQA). CEQA Guidelines, Sections 15061(b)(1), 15378(b)(3).

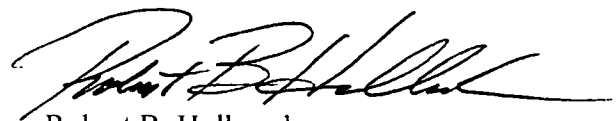
POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Title 57 of the Sacramento City Code.

ESBD CONSIDERATIONS:

Requests for bid (RFB) were sent to thirteen (13) vendors, none of which are certified as an Emerging or Small Business Enterprise. A search of both the City and State EBE/SBE bid directories yielded no vendors that provide Ford OEM replacement parts. Suburban Ford is not an EBE/SBE firm.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

1 Attachment

**BID TABULATION SHEET FOR
BID NO. 1803 - OEM PARTS FOR FORD VEHICLES**

<u>Bidder</u>	<u>Bid Total Less Sales Tax</u>	<u>5% EBE/SBE Preference</u>	<u>Prompt Payment Discount</u>	<u>1% City Tax Preference</u>	<u>Net Evaluation Total</u>
Suburban Ford	\$26,191.81	N/A	1% - 21 Days <261.92>	N/A	<u>\$25,929.89</u>
Harrold Ford	\$26,929.33	N/A	Net 30	<\$269.29>	\$26,660.04 ⁽¹⁾
Senator Ford	\$27,180.63	N/A	2% - 10 Days	<\$271.81>	\$26,990.82
Elk Grove Ford	\$27,827.21	N/A	2% - 10 Days	N/A	\$27,827.21
Downtown Ford	\$31,167.07	N/A	Net 30	<\$311.67>	\$30,855.40

⁽¹⁾ Total corrected for vendor mathematical error

Total Award of Contract To: Suburban Ford
4625 Madison Avenue
Sacramento, CA 95841

Total Amount of Contract: \$120,000.00⁽²⁾

Using Department: Fleet Operations, Department
of Public Works

Original Estimated Cost: \$120,000.00

Due Date: June 9, 1999

Total Bid Amount: \$26,191.81

⁽²⁾ The lowest responsible bid amount of \$26,191.81 represents the total for the items selected for evaluation purposes only. Authorization is requested to enter into a contract in an amount not to exceed \$120,000.00 per year, which more closely reflects the actual amount anticipated to be expended each year of this potential 3 year contract.

Total No. of Bids Solicited	No. of EBE/SBE Bids Solicited	No. of EBE/SBE Responses	Award to EBE/SBE Vendor?
13	0	0	No

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