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APPROVED
BY THE CITY COUNCIL

MAY 31 1994

OFFICE OF THE
CITY CLERK

DEPARTMENT OF
GENERAL SERVICES

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

May 31, 1994

PS:Admin:94033:RBH:SA:bd

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

916-449-5551

PURCHASING
CENTRAL STORES
CENTRAL SERVICES

City Council
Sacramento, California

Honorable Members In Session:

**SUBJECT: RECOMMENDATION TO ACCEPT THE RESULTS OF AN INFORMAL
REQUEST FOR QUOTATION FOR A VAN TRUCK WITH LIFT GATE
IN THE AMOUNT OF \$50,780.69**

LOCATION AND COUNCIL DISTRICT

City-wide-All Districts

STAFF RECOMMENDATION

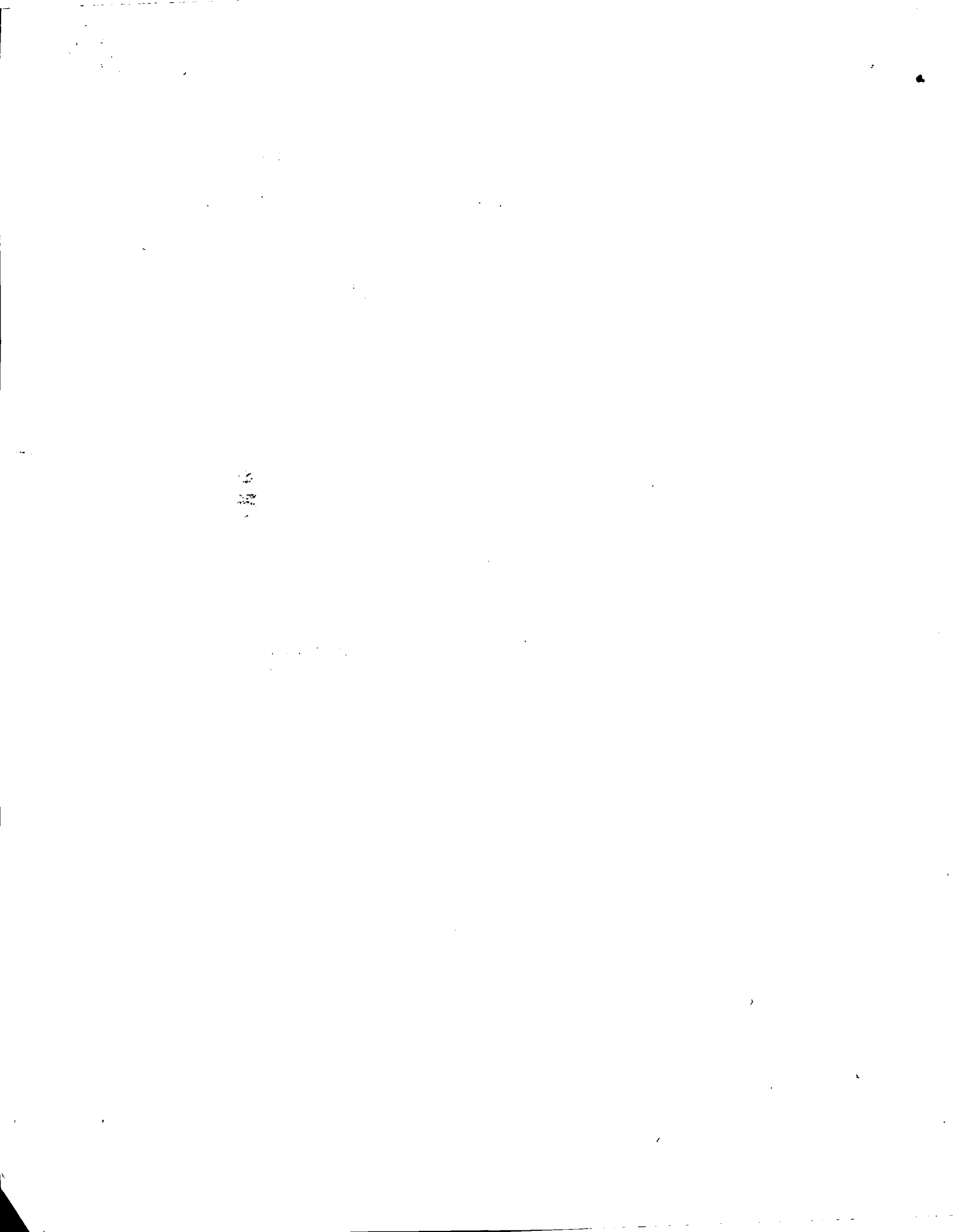
It is recommended that, pursuant to Section 57.04.401(C) of the City Code, Council suspend formal competitive bidding for the purchase of a Van Truck with Lift Gate, accept the results of informal Request for Quotation No. I002654 dated April 26, 1994, and authorize the City Manager to execute the purchase with Tom's House of Hydraulics, Inc., 2904 Duluth Street, West Sacramento, CA 95691, in the total amount of \$50,780.69.

CONTACT PERSON: Steve Alstrom, Buyer II, 433-6240

FOR COUNCIL MEETING OF: May 31, 1994

SUMMARY

Attached is a tabulation of the results of an informal request for quotation received by the Procurement Services Division, Finance Department, for furnishing equipment in accordance with the specifications used in the bidding process, and recommendation that City Council authorize the award resulting from RFQ No. I002654 for a Van Truck with Lift Gate to be used by the City Community/Convention Center for the delivery of various types of material.



BACKGROUND

The Fleet Management Division of the Public Works Department developed technical specifications for a van truck with lift gate to be used by the City Community/Convention Center. The tasking assigned to the City Community/Convention Center has increased, which requires a truck with a larger lift platform working surface, capable of moving large bulky items weighing in excess of 1,000 lbs. This particular type of vehicle had not been purchased within the past several years and the cost was estimated to be approximately \$40,000.00. Because the estimated cost was below the formal competitive bid threshold, the Procurement Services Division solicited written, competitive, informal quotations for this requirement. Once the quotations were opened, however, all three (3) responses exceeded \$50,000.00.

Even though informally bid, virtually the same procedures and technical specifications were followed as if this requirement had been formally competitively bid. Both Procurement Services and Fleet Management personnel are confident with the results of this solicitation and would not expect any significant differences or advantages if the formal procedure had been utilized. It is staff's recommendation, therefore, that City Council accept the results of informal Request for Quotation No. I002654 and authorize the City Manager to execute the purchase of this van truck with lift gate with Tom's House of Hydraulics in the total amount of \$50,780.69.

FINANCIAL CONSIDERATIONS

Sufficient funds are available in the Fleet Management Division's budget line 420-310-3159-4631 for replacement vehicles.

POLICY CONSIDERATION

This request deviates from the City's standard bidding provisions and requires a two-thirds approval of all Council members voting in accordance with the provisions in the City Code Chapter 57.04.401(c) for non-professional services and supplies.

MBE/WBE EFFORTS

Requests for quotation (RFQ) were sent to twenty-three (23) vendors, four (4) of which are M/WBE firms. The names of these M/WBE firms were obtained from the City bid list. In an effort to find additional M/WBE's, staff researched the East Bay Municipal Utility District (EBMUD) Minority and Women Business Enterprise Directory, the City of Oakland MBE/WBE Directory and the State of California, Department of Transportation, Division of Civil Rights Directory. In addition, the RFQ was sent to several bid advertising agencies, including the Minority Business Exchange and the Sacramento Minority Business Development Center. This

Request for Quotation included provisions for a five percent (5%) bid evaluation preference for City-certified, preference-eligible M/WBE firms. Of the three (3) responses received, none were from M/WBE firms.

Respectfully Submitted,



Robert B. Holbrook
Procurement Services Manager

RECOMMENDATION APPROVED:



For William H. Edgar
City Manager

1 Attachment

**BID TABULATION SHEET FOR
BID NO. I002654 - TRUCK WITH LIFT GATE**

<u>Bidder</u>	<u>Total Less Sales Tax</u>	<u>M/WBE Preference</u>	<u>Prompt Payment Discount</u>	<u>City Tax Preference</u>	<u>Net Total</u>
Tom's House of Hydraulics, Inc.	\$47,128.25	None	None	No	<u>\$47,128.27</u>
F. B. Hart Company	\$54,178.00	None	\$500.00 - 20 days <500.00>	Yes <541.78>	\$53,136.22
Riverview International Trucks	\$49,273.81	None	None	No	\$49,273.81
Altec Industries, Inc.	No Bid				No Bid

Award of Contract To: Tom's House of Hydraulics, Inc.
 2904 Duluth Street
 West Sacramento, CA 95691

Original Estimated Cost: \$40,000.00

Total Bid Amount: \$50,780.69*

Total Amount of Contract: \$50,780.69*

Using Department: Fleet Management Division for the Convention Center

Due Date: April 26, 1994

*Includes 7 3/4% Sales Tax

Total No. of Bids Solicited	No. of M/WBE Bids Solicited	No. of M/WBE Responses	Award to M/WBE Vendor
23	4	0	No