

STAFF REPORT

SUBJECT: Approve the Purchase of Six Non-revenue Vehicles

FROM: Tamara Edwards, Director of Finance

DATE: June 26, 2018

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**Action Requested**

Staff requests that the Finance and Administration Committee recommend that the LAVTA Board of Directors approve the award of an Agreement between LAVTA and Downtown Ford, Inc., through a State of California competitively bid contract, to Downtown Ford Sales of Sacramento, Ca for the purchase of Three Ford Fusion Hybrids, Two Ford Transit Connect vehicles, and one Ford F-550 XL diesel truck chassis, in the amount of \$194,029.15, with an additional 10% contingency, and that the Board authorize the LAVTA Executive Director to finalize all details and execute said Agreement between LAVTA and Downtown Ford, Inc.

**Background**

Staff has identified nine non-revenue vehicles past their useful lives. Additionally, staff was able to acquired FTA grant funding to pay for a large portion of these purchases. However, due to the inability to fulfill the FTA requirements in making these purchases Staff is working with the FTA and MTC to have those funds moved into another project and the local funds from that project can be used to make these vehicle purchases. This request is to award the purchase of six of these vehicles to Downtown Ford through the State of California contract. The other three vehicles require customization and will need to be procured separately.

**Discussion**

The State of California awarded contracts to various responsive bidders, including Downtown Ford Sales, as a result of a competitive request for proposal for fleet vehicles. The contract with Downtown Ford Sales, Contract No,1-18-23-10A, is effective through April 30, 2020. Local government agencies are permitted to use this contract without any additional cost to the local agencies. Staff feels that purchasing the equipment from Downtown Ford Sales using the State of California contract is a cost-effective solution.

Downtown Ford Sales provided a price quote under the terms of the State of California contract with a total amount of \$194,029.15. \$83,438.62 for three Ford Fusion Sedans, \$57,029.83 for two Ford Transit Connect vehicles and \$53,560.70 for a Ford F-550XL truck chassis. Pricing includes vehicle options, applicable sales tax, and delivery fee. LAVTA's purchasing policy Chapter VII section C allows contracting with a vendor that was awarded an agreement by another public agency as the result of a competitive process.

**Fiscal Impact**

This project is included in the FY2019 capital budget approved by the Board of Directors.

**Next Steps**

Staff will create a purchase order for these six vehicles and place the order with Downtown Ford.

**Recommendation**

Staff recommends that the Finance and Administration Committee recommend the Board: (1) award a contract to Downtown Ford, Inc. through the State of California Contract for a total contract award of \$194,029.15; (2) authorize the Executive Director to sign the contract and issue; and (3) approve a 10% project contingency of \$19,402.92 to be used at the discretion of the Executive Director.

**Attachments:**

1. Resolution 21-2018

**RESOLUTION NO. 21-2018**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE LIVERMORE AMADOR VALLEY TRANSIT AUTHORITY  
ALLOWING THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT  
WITH DOWNTOWN FORD FOR THE PURCHASE OF SIX NON-REVENUE  
VEHICLES**

WHEREAS, the Livermore Amador Valley Transit Authority (LAVTA) has identified the need to purchase six non-revenue vehicles to continue the desired levels of serviced for fixed route operations; and

WHEREAS, LAVTA's purchasing policy chapter VII section C allows for the use of competitively bid pricing from another public agency; and

WHEREAS, the State of California awarded contracts to various bidders including Downtown Ford of Sacramento, under contract number 1-18-23-10A; and

WHEREAS, the purchase of these vehicles are included in the budget adopted for FY 2019; and

WHEREAS, staff recommends that the Board of Directors direct the Executive Director to enter into a contract with Downtown Ford for the purchase of three sedans, two transit connect vehicles, and one Ford F-550XL chassis not to exceed \$194,029.15;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby awards the contract for six non-revenue vehicles to Downtown Ford through the State of California contract number 1-18-23-10A, for a not-to-exceed amount of \$194,029.15; and

BE IT FURTHER RESOLVED that the Executive Director is authorized to execute a contract with Downtown Ford., in a form approved by LAVTA's Legal Counsel; and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the Executive Director to expend a 10% contingency amount not to exceed \$19,402.92.

PASSED AND ADOPTED this 2nd day of July 2018.

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Scott Haggerty, Chair

ATTEST:

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Michael Tree, Executive Director

APPROVED AS TO FORM:

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Michael Conneran, Legal Counsel