




CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. Public Project Number PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	Coordination: Department of Public Works, City Attorney's Office, City Manager's Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  5/9/19

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDER FOR CHEVROLET VEHICLE PARTS, MAINTENANCE, AND REPAIR SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1. Execute a purchase order with Capitol Chevrolet (San Jose, CA) for Chevrolet vehicle parts, maintenance, and repair services for the Department of Public Works for an initial twelve-month period, starting on or about May 22, 2019 and ending on or about May 21, 2020, for an amount not-to-exceed \$80,000; and
2. Exercise up to four one-year options to extend the term of the purchase order with the last option year ending on or about May 21, 2024, subject to the appropriation of funds.

Desired Outcome: Ensure that the City of San Jose Chevrolet vehicles are operating in optimal condition.

BASIS FOR RECOMMENDATION:

The Fleet Management Division of the Department of Public Works is responsible for overseeing the maintenance and repair of City vehicles, which includes Chevrolet-branded public safety vehicles, vans, and trucks. Due to the scope of work, repair backlog, and specialized tooling required, it is often more cost effective to send these jobs to authorized repair facilities for maintenance and repairs than to perform them in-house. Having vendors to provide these services allows Public Works the flexibility to manage the work and helps minimize impact to all the client departments by reducing vehicle downtime and the repair backlog.

A competitive Request for Quote (RFQ) was facilitated by the Finance Department to procure these services. Despite outreach efforts by staff, one bid was received and no protests were submitted. Staff reached out to companies that were invited to bid to understand why they elected not to submit a bid and only one responded. Feedback from the company was that they overlooked the bid. Staff recommends award to Capitol Chevrolet, as the sole responsive and responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310C.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

This Council item is consistent with the City's 2018-2019 Adopted Operating Budget City Areas Delivery Framework: "To effectively develop, manage, and safeguard the City's fiscal, physical, technological, and human resources to enable and enhance the delivery of City Services and projects."

COST AND FUNDING SOURCE:

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. for Recommendation	2018-2019 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No)
552	0572	Non-Personal/Equipment	\$1,572,143	\$80,000	VIII-348	06/19/2018 30124

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director, Finance at (408) 535-7059