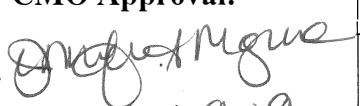


**CITY COUNCIL ACTION REQUEST**

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

**SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDERS FOR FORD LIGHT AND HEAVY VEHICLE PARTS, MAINTENANCE, AND REPAIR SERVICES**

**RECOMMENDATION:**

Adopt a resolution authorizing the City Manager to:

1. Execute purchase orders with Sunnyvale Ford (Sunnyvale, CA) and Capitol Ford (San Jose, CA) for Ford light and heavy 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 a total cumulative compensation not-to-exceed \$400,000; and
2. Exercise up to four one-year options to extend the term of the purchase orders 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 Ford vehicles are operating an 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 Ford-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 multiple vendors to provide these services, provides 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 Bid (RFB) was facilitated by the Finance Department to procure these services. The RFB was structured into two bid packages: Package A) Light Ford Vehicle parts and services and Package B) Heavy Ford Vehicle parts and services. Each package allowed for multiple awards. Four bids were submitted for each package and no protests were received. Sunnyvale was the lowest bidder for Package A and the second lowest bidder for Package B. Capitol Ford was the lowest bidder for Package B and the second lowest bidder for Package A. Staff recommends award to Sunnyvale Ford and Capitol Ford for both packages as they were the lowest responsive and responsible bidders pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B.

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	\$400,000	VIII-348	06/19/2018 30124

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