



DATE: February 18, 2015  
TO: Honorable Mayor and City Councilmembers  
FROM: Public Works Department  
SUBJECT: **PURCHASE ORDER FOR ONE VEHICLE FOR THE HARBOR  
MAINTENANCE DIVISION**

**SYNOPSIS**

Staff recommends that the City Council approve a purchase order in an amount not to exceed \$26,959 to Wondries Fleet Group of Alhambra for one Toyota Tacoma 4x4 for the Harbor Maintenance Division; and authorize the Financial Services Director, or designee, to execute the purchase order.

**BACKGROUND**

Each budget cycle vehicles that will meet their planned service life in years and/or miles are planned for replacement. Prior to purchasing a replacement, Fleet and the department using the vehicle(s) determine if the vehicle type is still needed, if so, is there a cheaper alternative, if not, what type of vehicle is required and finally, does the vehicle still have any useful life.

After careful review, it was determined that the vehicle listed on Attachment A has reached the end of its service life due to age, mileage, condition and maintenance costs.

**ANALYSIS**

Existing bids, sole source or federal/state/city contract bid lists are being used for vehicle purchases and the purchases meet the requirements of City Code chapter 28A.

Attachment A lists the vehicle to be replaced this fiscal year, vendor cost, in-house cost to build the vehicle and total vehicle cost.

**FISCAL IMPACT**

The Harbor Maintenance Division is retiring one vehicle: a 2001 Ford Ranger 4x4. The total cost to purchase and build the vehicle is \$29,950 which will be paid for by the Harbor Division account 600627101.5705. For FY2014-15 there is currently \$30,500 available, therefore sufficient funds are available.

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

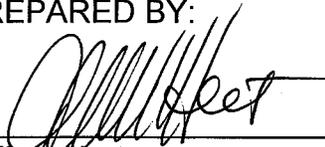
**CITY ATTORNEY'S ANALYSIS**

Purchases should be made according to the procedures set forth in chapter 28A of the city code.

**RECOMMENDATION**

Staff recommends that the City Council approve one a purchase order: in an amount not to exceed \$26,959 to Wondries Fleet Group of Alhambra, CA for one Toyota Tacoma 4x4 for the Harbor Maintenance Division; and authorize the Financial Services Director, or designee, to execute the purchase orders.

PREPARED BY:

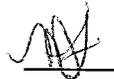
  
\_\_\_\_\_  
Jeffery Hart  
Fleet Supervisor

SUBMITTED BY:

  
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Steven R. Jepsen  
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Assistant City Manager



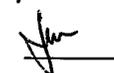
H. Kiel Koger, Public Works Division Manager



Paul Lawrence, Harbor Manager



Jane McPherson, Interim Financial Services Director



Attachment A

**ATTACHMENT A  
VEHICLE PURCHASES**

VEHICLE TO BE PURCHASED		VEHICLE TO BE REPLACED			WONDRIES FLEET GROUP		VEHICLE TO BE REPLACED		VEHICLE TO BE PURCHASED	
VEH #	YEAR	MAKE/MODEL	MILEAGE	VEH #	YEAR	MAKE/MODEL	MILEAGE	WONDRIES FLEET GROUP	IN HOUSE BUILD	TOTAL COST
HAR11	2001	Ford Ranger	92,020					\$26,959	\$3,500	\$30,459
2015 Toyota Tacoma Access Cab 4x4								\$26,959	\$3,500	\$30,459
Total Harbor Maintenance Vehicles								\$26,959	\$3,500	\$30,459