



DATE: February 18, 2015
TO: Honorable Mayor and City Councilmembers
FROM: Public Works Department
SUBJECT: **PURCHASE ORDER FOR TWO VEHICLES FOR THE BUILDING SAFETY DIVISION**

SYNOPSIS

Staff recommends that the City Council approve a purchase order in an amount not to exceed \$54,202 to Downtown Ford of Sacramento for two Ford Escape SUVs for the Building Safety 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 all the vehicles listed on Attachment A have reached the end of their 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 vehicles to be replaced this fiscal year, vendor cost, in-house cost to build the vehicle and total vehicle cost.

FISCAL IMPACT

The Building Safety Division is retiring two vehicles: one 2001 Ford Taurus and one 2003 Ford Taurus. The total cost to purchase and build both vehicles is \$57,202 which is fully funded in the Fleet Replacement account (620609831.5705) and is funded through internal service charges. For FY 14-15, there is currently \$3,673,707 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

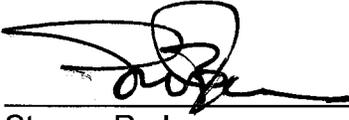
Staff recommends that the City Council approve one a purchase order: in an amount not to exceed \$54,202 to Downtown Ford of Sacramento, CA for two Ford Escape SUV's for the Building Safety Division; and authorize the Financial Services Director, or designee, to execute the purchase orders.

PREPARED BY:



Jeffery Hart
Fleet Supervisor

SUBMITTED BY:



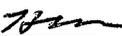
Steven R. Jepsen
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Assistant City Manager



H. Kiel Koger, Public Works Division Manager



Scott Smith, City Engineer



Rick Brown, Chief Building Inspector



Jane McPherson, Interim Financial Services Director



Attachment A

**ATTACHMENT A
VEHICLE PURCHASES**

VEHICLE TO BE PURCHASED	VEHICLE TO BE REPLACED		VEH #	YEAR	MAKE/MODEL	MILEAGE	DOWNTOWN FORD SALES	IN HOUSE BUILD	TOTAL COST
	VEH #	YEAR							
2015 Ford Escape SUV	B3	2001			Ford Taurus	103,588	\$27,101	\$1,500	\$28,601
2015 Ford Escape SUV	B29	2003			Ford Taurus	79,146	\$27,101	\$1,500	\$28,601
Total Building Safety Vehicles									
							\$54,202	\$3,000	\$57,202