

*STAFF REPORT**CITY OF OCEANSIDE*

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DATE: June 3, 2015

TO: Honorable Mayor and City Councilmembers

FROM: Public Works Division

SUBJECT: **PURCHASE ORDER FOR TWO VEHICLES FOR THE PARKS AND RECREATION DIVISION**

**SYNOPSIS**

Staff recommends that the City Council approve one purchase order in an amount not to exceed \$72,114 to Downtown Ford Sales of Sacramento for two Ford Transit 12 - passenger vans; 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, 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.

The two vehicles being replaced are used to transport youths to and from various recreation centers, and both vehicles have become increasingly unreliable due to maintenance issues. The two new replacement vehicles will be Ford Transit 12 - passenger vans capable of transporting large groups of youths whenever required.

**FISCAL IMPACT**

The Parks and Recreation Division is retiring two vehicles, a 2000 Chevrolet G20 Van and a 2001 Chevrolet G3500 Van. The total cost to purchase and build both vehicles is \$73,114 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 \$2,694,773 available in the budget, 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 purchase order in an amount not to exceed \$72,114 to Downtown Ford Sales of Sacramento for two Ford Transit 12 passenger vans and authorize the Financial Services Director, or designee, to execute the purchase order.

PREPARED BY:

  
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Margery Pierce, Housing & Neighborhood Services Director

Jane M. McPherson, Interim Financial Services Director



Attachment A

**ATTACHMENT A  
VEHICLE PURCHASES**

VEHICLE TO BE PURCHASED	VEHICLE TO BE REPLACED		VEHICLE TO BE PURCHASED		MILEAGE	DOWNTOWN FORD	IN HOUSE BUILD	TOTAL COST
	VEH #	YEAR	MAKE/MODEL	YEAR				
2015 Ford Transit 12 Passenger van	R5	2000	Chevrolet G20 Van		67,463	\$36,057	\$500	\$36,557
2015 Ford Transit 12 Passenger van	R7	2001	Chevrolet G3500 Van		72,045	\$36,057	\$500	\$36,557
<b>Total Recreation Vehicles</b>						<b>\$72,114</b>	<b>\$1,000</b>	<b>\$73,114</b>