



Agenda Item

City Council

Item #: 3.20.

11/10/2020

File #: 20-207

TO: Honorable Mayor and Members of the City Council

THRU: Rick Otto, City Manager

FROM: Christopher Cash, Public Works Director

1. SUBJECT

Purchase of one vehicle, one forklift, and two trailers for various departments.

2. SUMMARY

Purchase one vehicle, one forklift, and two trailers using Cooperative Purchasing Agreements, Informal Bid Process, and Sole Source based on structural design.

3. RECOMMENDED ACTION

1. Approve the purchase of one 2021 F-350 Service Truck from National Auto Fleet Group in the amount of \$39,886.
2. Approve the purchase of one forklift from Southwest Material Handling in the amount of \$49,913.
3. Approve the purchase of one backhoe trailer from Scott Equipment, Inc. in the amount of \$26,431.
4. Approve the purchase of one shoring trailer from TPD Trailer in the amount of \$39,682.

4. FISCAL IMPACT

The total expenditure for this purchase is \$155,912 and will be funded through Equipment Replacement Fund (720).

5. STRATEGIC PLAN GOALS

Goal 1: Provide for a safe community

- a: Provide staffing and resources to deliver services that ensure public safety.

Goal 2: Be a fiscally healthy community

- a: Expend fiscal resources responsibly.

6. DISCUSSION AND BACKGROUND

After review of the current vehicle and equipment replacement list, Fiscal Year 2020-2021, it was determined that the purchase of four miscellaneous vehicles/equipment was required as noted below. These vehicles and equipment will be purchased using multiple approved purchasing methods noted below.

- Community Services Department - Cooperative Purchasing Agreement (CPA) Bid with Sourcewell contract #120716-NAF, for a service truck to replace a 20 year-old vehicle.
- Public Works Department- CPA Bid with Southwest Material Handling, Inc, DBA Southwest Toyotalift through Orange County Public Works contract #CT-080-20011458 for a forklift to replace a 35 year-old unit.
- Public Works Department - Informal Bid used for a backhoe trailer to replace a 24 year-old unit.
- Public Works Department - Sole Source Bid used for a 2021 Special Opps enclosed shoring trailer to replace a 58 year-old unit. The specifications of this trailer require a specialized structural design to bear weight not only on the floor, but also the walls and roof of the enclosed shoring trailer. TPD Trailer is the only vendor which sells such a vehicle.

A significant process improvement will be realized in areas of safety and efficiency with the above equipment purchases. The electric forklift for indoor use eliminates harmful emissions. Secondly, the shoring trailer will provide adequate tools, supplies and safety systems in one centralized location for mobile deployment to expedite our ability service and repair underground City utility lines.

The acquisition of materials, supplies and equipment has specific requirements that apply to the above purchases. The City of Orange, Department of Public Works, Fleet Services used multiple purchasing methods on these recommended purchases.

Cooperative Purchasing Agreement (CPA) - Provides the ability to use a contract from another government agency for like goods or equipment bound by terms, conditions and pricing provided by the contract.

Informal Bid Process - Maximum purchase threshold of \$30,000. Requires three bids, awarded to the lowest qualified bidder.

Sole Source Bid - Used when the materials, supplies or equipment is offered by only one vendor, or when only one vendor is able to supply the commodity within the timeframe.

7. ATTACHMENTS

- Bid Abstract
- Bids and Cooperative Purchasing Agreements are available for review in the Purchasing Division