



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JUNE 10, 2025**

FROM: GENERAL SERVICES DEPARTMENT **WARDS: ALL**

SUBJECT: AWARD BID NO. 8171 TO DIVERSIFIED LEASING OF ALHAMBRA, CA FOR THE PURCHASE OF THREE (3) 2025 FORD F350 XLT SUPER DUTY CREW CABS FOR THE CITY OF RIVERSIDE FIRE DEPARTMENT IN THE AMOUNT OF \$253,434.18

ISSUE:

Award Bid No. 8171 to Diversified Leasing of Alhambra, CA for the purchase of three (3) 2025 Ford F350 XLT Super Duty Crew Cabs for the City of Riverside Fire Department in the amount of \$253,434.18.

RECOMMENDATION:

That the City Council:

1. Reject the bid of Winner Chevrolet as non-responsive and award Bid No. 8171 to Diversified Leasing of Alhambra, CA for the purchase of three (3) 2025 Ford F350 XLT Super Duty Crew Cabs for the City of Riverside Fire Department in the amount of \$253,434.18; and
2. Authorize the City Manager or designee to execute any purchase orders, agreements, and other documents, including making any minor and non-substantive changes.

BACKGROUND:

The City of Riverside Fire Department (Fire Department) consists of various divisions which include, but are not limited to, Fire Prevention, Fire Suppression, and Training. The purpose of the Fire Prevention and Fire Suppression Divisions is to prevent injuries, deaths, business interruption and property damage resulting from fires. In accordance with the California Fire Code and the Riverside Municipal Code, the Fire Department is required to inspect all Riverside businesses for fire and life safety compliance. The purpose of the Training Division is to provide a reliable, up-to-date source of educational and practical information to both fire personnel as well as the public. Another duty of the Training Division is to act as safety officers during significant incidents within the City of Riverside. These divisions are often out in the field performing site visits, various inspections, training events, or responding to emergency situations. To accomplish

these daily responsibilities, the Fire Department requires utility vehicles that are safe, reliable, and readily available.

The General Services Department, Fleet Management Division (Fleet) manages and maintains the various equipment and vehicles used by the Fire Department at the Fire Fleet Maintenance Facility located at the City's Corporation Yard. This facility is dedicated to repairs and maintenance to ensure the Fire Department is serving and protecting the City with safe and reliable equipment.

DISCUSSION:

Fleet collaborated with Fire Department staff to develop specifications for the formal procurement and addition of three 2025 Ford F350 XLT Super Duty Crew Cabs to meet their unique needs and requirements. On March 21, 2025, the City of Riverside Purchasing Division posted Bid No. 8171 on the City's online bidding system, PlanetBids. An addendum was posted for the bid on April 4, 2025, clarifying the timeline. The RFB was sent to 118 registered City of Riverside vendors, with 19 prospective bidders. RFB 8171 closed on April 11, 2025 with three valid bidders. A total of 6 vendors attempted to submit bids; however, three were invalidated due to the bidders' failure to acknowledge the addendum. Two bidders were deemed non-responsive due to not meeting bid specifications. The bid response from Diversified Leasing was deemed the responsive and lowest bidder in the amount of \$253,434.18.

Bidder	City	Qty.	Total Price	Met specifications & warranties?
Winner Chevrolet	Sacramento, CA	3	\$211,380.43	No
Diversified Leasing	Alhambra, CA	3	\$253,434.18	Yes
Envision Ford of Duarte	Duarte, CA	3	\$292,932.93	No

Purchasing Resolution 24101, Section 508 states, "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder."

The Purchasing Manager concurs that the recommended actions comply with Purchasing Resolution No. 24101, Section 508.

The Fire Chief concurs with this report.

STRATEGIC PLAN ALIGNMENT:

This item contributes to **Strategic Priority 2 - Community Well-Being** and **Goal 2.6** – Strengthen community preparedness for emergencies to ensure effective response and recovery.

This item aligns with each of the Cross-Cutting Threads as follows:

1. **Community Trust** – New vehicles will help to ensure that the Fire Department, can perform their duties safely and efficiently, which will result in the greater public good.

2. **Equity** – This action will benefit the entire community by enhancing public safety services.
3. **Fiscal Responsibility** – The General Services Department, Fleet Management Division is proposing this purchase in accordance with the City's Formal Procurement process per Purchasing Resolution 24101, to ensure the best price, terms and conditions.
4. **Innovation** – This action provides the Riverside Fire Department with specialized equipment that is necessary for their operations.
5. **Sustainability and Resiliency** – The purchase of these new vehicles for the Riverside Fire Department will enhance the City's emergency preparedness for the future.

FISCAL IMPACT:

The total fiscal impact of this action is \$253,434.18. Funding is budgeted and available in the Measure Z Fund, Vehicle Replacement account 8001401-450058.

Prepared by:	Joshua Monzon, Administrative Analyst
Approved by:	Lee Withers, General Services Director
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Edward Enriquez, Assistant City Manager/Chief Financial Officer/ City Treasurer
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney
Attachment:	Bid Award Recommendation