



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 18, 2024**

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

**SUBJECT: AWARD BID NO. 8091 TO FRITTS FORD OF RIVERSIDE, CALIFORNIA FOR THE PURCHASE OF EIGHT (8) 2024 MODEL YEAR FORD MAVERICK XLT LIGHT-DUTY TRUCKS FOR THE COMMUNITY DEVELOPMENT CODE ENFORCEMENT DIVISION IN THE AMOUNT OF \$265,918.88 – SUPPLEMENTAL APPROPRIATION**

## **ISSUE:**

Award Bid No. 8091 to Fritts Ford of Riverside, California for the purchase of eight (8) 2024 model year Ford Maverick XLT light-duty trucks for the Community Development Code Enforcement Division in the amount of \$265,918.88.

## **RECOMMENDATIONS:**

That the City Council:

1. Award Bid No. 8091 to Fritts Ford of Riverside, California for the purchase of eight (8) 2024 model year Ford Maverick XLT light-duty trucks for the Community Development Code Enforcement Division in the amount of \$265,918.88; and
2. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a supplemental appropriation in the amount of \$30,000 in the Central Garage Fund from available Working Capital to the Motor Pool, Automotive Equipment expenditure account.

## **BACKGROUND:**

The Community Development Code Enforcement Division is responsible for responding to and investigating community complaints regarding various code violations such as public nuisances, zoning, sidewalk vendors, property maintenance, weed abatement, unpermitted construction, noise, and inoperable vehicles. The Code Enforcement Division consists of eleven field staff and four supervisors that travel from site to site to conduct inspections, meet with community members, remove signs from the right-of-way, impound unpermitted food from sidewalk vendors, and attend frequently scheduled meetings and events. The vehicles utilized by Code Enforcement field staff are used heavily on a daily basis.

The General Services Department, Fleet Management Division evaluates all vehicle replacement

criteria to ensure efficient management and replacement of vehicles. The vehicles selected for replacement have exceeded their expected service life.

Asset No.	Year Make Model	Mileage	Life to Date Maintenance Costs	Replacement Reason
C993	2006 Ford F150	117,335	\$32,262.37	18 years of age with excessive wear and tear and life to date maintenance costs
C994	2006 Ford F150	82,658	\$42,079.61	18 years of age with excessive wear and tear and life to date maintenance costs
C995	2006 Ford F150	129,172	\$34,213.76	18 years of age with excessive wear and tear and life to date maintenance costs
C996	2006 Ford F150	102,478	\$32,062.71	18 years of age with excessive wear and tear and life to date maintenance costs
C997	2006 Ford F150	164,174	\$76,791.26	18 years of age with excessive wear and tear and life to date maintenance costs
C1001	2007 Ford F150	135,718	\$49,558.11	17 years of age with excessive wear and tear and life to date maintenance costs
C1109	2007 Ford F150	97,388	\$12,284.50	17 years of age with excessive wear and tear and life to date maintenance costs
C1116	2007 Ford F150	92,277	\$23,744.84	17 years of age with excessive wear and tear and life to date maintenance costs

## **DISCUSSION:**

On April 3, 2024, the Purchasing Division, in cooperation with the General Services Department, solicited a formal request for bids for the purchase of eight (8) 2024 model year Ford Maverick XLT light-duty trucks for the Community Development Code Enforcement Division. The notification of the release of Bid No. 8091 was sent to 81 City of Riverside vendors and 500 external vendors. On April 17, 2024, the City received four bids, which were found responsive, and the results are shown below:

Bidder	City	Quantity	Price Per Vehicle	Sales Tax	Tire & Misc Fees	Total Price
Fritts Ford	Riverside, CA	8	\$30,527.00	\$2,671.11	\$41.75	\$265,918.88
Rush Truck Center	Ceres, CA	8	\$31,048.41	\$2,716.74	\$40.00	\$270,441.17
Transwest Truck Center	Fontana, CA	8	\$35,174.00	\$3,077.73	\$8.75	\$306,083.80
Penske Chevrolet	Cerritos, CA	8	\$40,209.82	\$3,518.36	\$8.75	\$349,895.43

Purchasing Resolution 24101, Section 508 Awards 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 this purchase is in compliance with Purchasing Resolution No. 24101.

The Community Development Director concurs with this report.

### **STRATEGIC PLAN ALIGNMENT:**

The recommended purchase of the new replacement vehicles contributes to the City's Strategic Priority No. 4 *Environmental Stewardship* and Goal No. 4.6 – Implement the requisite measures to achieve citywide carbon neutrality no later than 2040.

The recommended purchase of the new replacement vehicles aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This action builds community trust by ensuring that the Community Development Code Enforcement Division has safe and reliable vehicles for field staff and supervisors to use when performing operational duties.
2. **Equity** – Replacing the older vehicles that have reached the end of their service life with safer and more reliable vehicles will ensure equitable services and the safety of staff as well as the community.
3. **Fiscal Responsibility** – Vehicles which have reached the end of their useful life cycle are more costly to operate and maintain. The General Services, Fleet Management Division is proposing this purchase in accordance with Purchasing Resolution 24101, Formal Procurement process to ensure the best price, terms, and conditions are negotiated.
4. **Innovation** – The General Services Department, Fleet Management Division has an established vehicle replacement program to ensure departments are accruing funds for future replacement vehicles. These replacement vehicles will be purchased using funds from the Central Garage Fund Motor Pool Account.
5. **Sustainability & Resiliency** – This action will result in replacement vehicles for the Community Development Code Enforcement Division which meet all South Coast Air Quality Management District requirements and ensure improved vehicular performance, safety, and efficiency.

### **FISCAL IMPACT:**

The total fiscal impact of the action is \$265,918.88. Upon Council approval a supplemental appropriation in the amount of \$30,000 will be recorded in the Central Garage Fund, Motor Pool, Automotive Equipment Account number 2215200-462100. After the recording of the supplemental appropriation, there will be sufficient funding to cover the purchases as listed in this report. There is sufficient working capital (i.e., fund reserves) in the Central Garage Fund to accommodate the supplemental appropriation.

Prepared by:	Jessica Spiking, Administrative Analyst
Approved by:	Carl Carey, 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/ Treasurer
Approved as to form:	Phaedra A. Norton, City Attorney
Attachments:	Bid Award Recommendation