AGENDA ITEM NO. 4.6.

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:

Matthew J. Fertal

From: William E. Murray

Dept:

City Manager

Dept: Public Works

Subject:

AWARD OF PURCHASE ORDERS

Date: June 25, 2013

TO VILLA FORD, THEODORE ROBINS FORD AND FORD OF ORANGE FOR

AUTOMOTIVE PARTS

OBJECTIVE

To obtain City Council approval to award purchase orders to Villa Ford, Theodore Robins Ford, and Ford of Orange for the purchase of Ford automotive parts.

BACKGROUND

The Public Works Department Vehicle Maintenance Division is responsible for maintaining the City's fleet of Ford vehicles. The fleet routinely requires parts that are only distributed by Ford dealers. To avoid delays in the purchase and delivery of parts and to meet the needs of our customers in a timely manner, it is essential that Public Works have the ability to purchase these items from more than one vendor. The lowest bidder, Villa Ford, will be designated as the primary vendor. Theodore Robins Ford will be the secondary and Ford of Orange will be the third vendor utilized.

ANALYSIS

Specifications were prepared and sent to prospective bidders. The variety and quantity of Ford parts quoted was limited to simplify the bidding process. Specifications included ten (10) Ford parts that are used on a regular basis. For example, Ford factory remanufactured engines, fuel pumps, door panels, and power window motors.

In response to prescribed bidding procedures the following bids were received:

Villa Ford

\$5,487.76

Orange, CA.

Theodore Robins Ford, CA.

\$5,953.85

Costa Mesa, CA.

Ford of Orange, CA.

\$6,867.18

Orange, CA.

AWARD OF PURCHASE ORDERS TO VILLA FORD, THEODORE ROBINS FORD AND FORD OF ORANGE FOR AUTOMOTIVE PARTS
June 25, 2013
Page 2

FINANCIAL IMPACT

The financial impact to the Fleet Management Fund would be \$150,000 per year for five years. There is no impact to the General Fund.

RECOMMENDATION

It is recommended that City Council:

 Authorize the Finance Director to approve the award of three (3) purchase orders for Ford automotive parts in a fixed amount collectively not to exceed \$150,000 per year for five (5) years and to be divided among Villa Ford, Theodore Robins Ford, and Ford of Orange, with a renewal to be reviewed annually by the City Manager.

WILLIAM E. MURRAY, P.E.

Public Works Director/City Engineer

By: Phillip Carter

Equipment Maintenance Supervisor

Recommended for Approval

Matthew Fertal City Manager