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REGULAR BOARD MEETING
DECEMBER 4, 2003

12

Metropolitan
Transportation
Authority

SUBJECT: STAKE BED TRUCKS

ACTION: AWARD CONTRACT FOR STAKE BED TRUCKS

One Gateway Plaza
Los Angeles, CA
90012-2952

RECOMMENDATION

Authorize the Chief Executive Officer to award a firm fixed-price contract under Bid No. 03-0028 with West Covina Motors, Inc., the lowest responsive and responsible bidder for six stake bed trucks in an amount of \$201,345, inclusive of sales tax.

RATIONALE

This procurement is for the purchase of six stake bed utility trucks. These vehicles will be used to carry high-pressure steam cleaning equipment for use throughout the agency. The stake bed trucks to be purchased have an improved configuration and were selected due to the weight and size of the steam equipment and its technical ability to perform under rigorous service demands.

Four of these are expansion vehicles to the MTA non-revenue fleet. Of these, one is for the San Gabriel Valley Service Sector Facilities Maintenance group to support their cleaning requirements within their sector responsibilities. These responsibilities consist of maintaining the cleanliness of the El Monte Bus Terminal facility and Divisions 3 and 9. One stake bed truck is for the Stops and Zones to support the increased workload of the Community Service Workers (CSW's) graffiti abatement program. The last two trucks are for the newly opened Metro Gold Line in support of their station cleanliness activities. Rail Custodial Services of the Wayside Department will be using this equipment to maintain the cleanliness of all boarding stations along the Metro Gold Line route.

The two remaining vehicles are replacements for current in-service vehicles utilized by the Wayside Custodial Services department. These trucks have exceeded the FTA five-year replacement criteria by two years and have met the MTA extended seven-year replacement criteria for this model type. The MTA has established a longer replacement cycle in order to extend the life of the fleet and to minimize replacement costs.

Due to the age of these vehicles and the constant daily usage, this equipment has been experiencing a high level of maintenance support. The two replaced vehicles

will be salvaged in accordance with MTA equipment salvage policies and procedures.

The MTA currently has ten of these stake bed trucks in the system. This procurement will increase this fleet by four stake bed trucks to fourteen.

FINANCIAL IMPACT

The funding of \$201,345 for this procurement is included in the FY04 budget of cost center 3434, Non-Revenue, under project number 200010, Non-Revenue Vehicle and Equipment, line item number 53102, Acquisition of Equipment, and task number 03.21 identified in CP 3908038.

ALTERNATIVES CONSIDERED

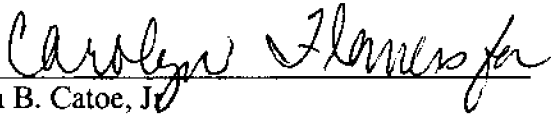
One alternative is to not procure the four expansion vehicles. This alternative is not recommended because the Metro Gold Line, the San Gabriel Valley Service Sector and Stops and Zones will be unable to maintain expected cleanliness levels. The cleanliness level of their respective responsibilities will decrease dramatically.

The second alternative is to not procure the two replacement vehicles. This alternative is not recommended because of the high maintenance costs of keeping these vehicles in service. The cost associated with repairing these vehicles exceeds the overall value of the vehicles and is not in the best interest of the MTA.

ATTACHMENT(S)

- A. Procurement Summary
- A-1 Procurement History
- A-2 List of Subcontractors
- A-3 Bid Tabulation

Prepared by: Kitty Jones, Senior Buyer
Harold Torres, Equipment Maintenance Supervisor



John B. Catoe, Jr.
Deputy Chief Executive Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

STAKE BED TRUCKS

1.	Contract Number: IFB03-0028		
2.	Recommended Vendor: West Covina Motors, Inc.		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$201,345	Recommended Price: \$201,345	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Firm Fixed Price		
5.	Procurement Dates:		
	A. Issued: July 14, 2003		
	B. Advertised: July 10, 2003		
	C. Pre-proposal Conference: None		
	D. Proposals Due: August 25, 2003		
	E. Pre-Qualification Completed: September 15, 2003		
	F. Conflict of Interest Form Submitted to Ethics: October 8, 2003		
6.	Small Business Participation:		
	A. Bid/Proposal Goal: 0%	Date Small Business Evaluation Completed: N/A	
	B. Small Business Commitment: 0% Details are in Attachment A-2		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: 92	Bids/Proposals Picked up: 8	Bids/Proposals Received: 3
8.	Evaluation Information:		
	A. <i>Bidders/Proposers Names:</i> West Covina Motors, Inc. Don Kott Truck Center Victor Buick-GMC Truck, Inc.	<u>Bid/Proposal Amount:</u> \$201,345.00 \$204,930.24 \$206,035.88	<u>Best and Final Offer Amount:</u> \$201,345.00
	B. Evaluation Methodology: Procurement is in compliance with MTA Procurement policies and procedures.		
9.	Protest Information: None		
	A. Protest Period End Date: November 25, 2003		
	B. Protest Receipt Date: TBD		
	B. Disposition of Protest Date: TBD		
10.	Senior Buyer: Kitty Jones	Telephone Number: (213) 922-1081	
11.	Project Manager: Harold Torres	Telephone Number: (562) 658-0231	

**BOARD REPORT ATTACHMENT A-1
PROCUREMENT HISTORY**

STAKE BED TRUCKS

A. Background on Contractor

West Covina Motors, Inc., dba Clippinger Chevrolet Oldsmobile, dba West Covina Dodge located in West Covina, CA, has been in business for 80 years. Their principal business is the sale of new automobiles and trucks. West Covina Motors, Inc. has been the successful bidder on other MTA procurements and has had major contracts with the City of Los Angeles and the County of Los Angeles for various automobile and truck sales. West Covina Motors performance on MTA contracts has been satisfactory.

B. Procurement Background

In accordance with MTA Procurement Policies and Procedures, Vehicle Technology performed a technical evaluation of the three bids received. The low bid submitted by West Covina Motors, Inc. was determined to be in full compliance with the specifications.

Vehicles are scheduled to be delivered in early March 2004. The warranty is for a period of three years or 36,000 miles, or the manufacturer's standard warranty, whichever is greater.

C. Evaluation Criteria

Technical review and selection of the lowest responsive, responsible bidder.

Bidder #1 West Covina Motors, Inc. in the amount of \$201,345 was found to be responsive and in full compliance with the technical specifications.

Bidder #2 Don Kott Truck Center in the amount of \$204,930 was found to be responsive and in full compliance with technical specifications.

Bidder #3 Victor Buick-GMC Truck, Inc. in the amount of \$206,036 is found to be non-responsive and non-compliant with Section 7.1(b) – Parts Manuals, not available.

D. Cost/Price Analysis Explanation of Variances

Table 1 Analysis

Bid Amount	MTA Estimate	Recommended Amount
\$201,345	\$151,932	\$201,345

Table 2 Analysis

Line Item No.	Bidder	Quantity	Type	Bid Unit Price	Historical Unit Price	Price Variance
1	West Covina Motors, Inc.	6 ea	Trucks – Stake Bed	\$31,000.00	\$28,222.00	(+\$2,778.00)
					(2/3/03)	

The recommended bid price of \$201,345 has been determined to be fair and reasonable based upon adequate price competition and selection of the lowest responsive and responsible bidder.

**BOARD REPORT ATTACHMENT A-2
LIST OF SUBCONTRACTORS**

STAKE BED TRUCKS

PRIME CONTRACTOR

West Covina Motors, Inc.

Small Business Commitment

0% Bid Goal

Total Commitment 0%

Other Subcontractors

None

**BOARD REPORT ATTACHMENT A-3
 BID TABULATION**

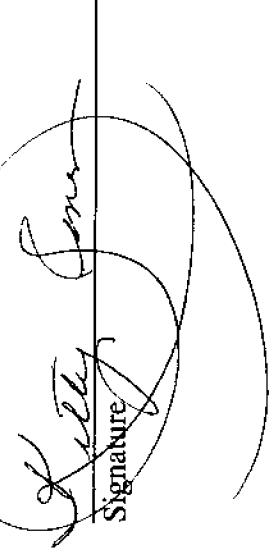
Bids Out: 07/14/03 Total: 8
 Bids Opened: 08/25/03
 Total: 3
 Adv. Date: 07/10/03
 Newspaper: Daily News

Item	Description	Qty	West Covina Motors		Don Kott Truck Center		Victor Buick-GMC Truck Inc.	
			Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Stake Bed Trucks	6	\$31,000.00	\$186,000.00	\$31,552.00	\$189,312.00	\$31,722.23	\$190,333.38
	Subtotal			\$186,000.00		\$189,312.00		\$190,333.38
	Sales Tax 8.25%			\$15,345.00		\$15,618.24		\$15,702.50
	Total Bid			\$201,345.00		\$204,930.24		\$206,035.88

I hereby certify that West Covina Motors as being the lowest responsible bidder and recommend award to them for a total price, including sales tax, of \$201,345.

11-3-03

Date


 Signature