



**OPERATIONS COMMITTEE  
JANUARY 15, 2009**

**SUBJECT: MID-SIZE UTILITY VEHICLES**

**ACTION: AWARD CONTRACT FOR MID-SIZE UTILITY VEHICLES**

**RECOMMENDATION**

Authorize the Chief Executive Officer to award a firm fixed price contract under IFB No. OP34342264 with Reynolds Buick/Pontiac/GMC Trucks, the lowest responsive and responsible bidder, for 23 mid-size utility vehicles in an amount not-to-exceed \$703,150, inclusive of sales tax.

**RATIONALE**

This procurement is for the purchase of 23 mid-size utility vehicles. These vehicles will be used by bus operations Transit Operations Supervisors (TOS) to perform their field supervisory duties and provide the ability to carry necessary supplies, signs and patrons when required. We equip these vehicles with our Automated Transit Management System linking them to the Bus Operations Control Center.

These utility vehicles are both for expansion and replacement of existing vehicles in our fleet. Ten are expansion vehicles to meet the needs of the recently expanded TOS-Vehicle Operations group manpower. The remaining 13 vehicles fall under GEN-16 guidelines of six years/100,000 miles for replacement. Their age and condition have depreciated to a point that maintaining them far exceeds their value while reliability is being impacted.

**FINANCIAL IMPACT**

Funds for this action are included in the budget under Cost Center 3434, Non-Revenue Operations, under Capital Project 208007, Bus System Support Non-Revenue Vehicles and line item 53106, Acquisition Service Vehicle.

**ALTERNATIVE CONSIDERED**

The alternative is to not purchase these mid-size utility vehicles and continue to operate with existing fleet. This option is not desirable due to the unavailability of vehicles to

accommodate the expanded TOS-VO group. We currently do not have “extra” vehicles to meet this new demand.

Not replacing the existing vehicles and continue using the current equipment is not recommended due to the life and mileage of the vehicles being high. These vehicles have experienced a heavy workload and to keep these would require us to invest additional monies to maintain them. The maintenance costs are already high and the investment of further monies far exceeds their value.

**ATTACHMENT(S)**

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

Prepared by: Harold Torres, Assistant Equipment Maintenance Manager  
Diane Ly, Assistant Contract Administrator

*Carolyn Flowers*

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Carolyn Flowers  
Chief Operations Officer

*Roger Snoble*

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Roger Snoble  
Chief Executive Officer

**BOARD REPORT ATTACHMENT A  
PROCUREMENT SUMMARY**

**MID-SIZE UTILITY VEHICLES**

1.	Contract Number: OP34342264		
2.	Recommended Vendor: Reynolds Buick/Pontiac/GMC Trucks		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$703,150	Recommended Price: \$703,150	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Firm Fixed Price		
5.	Procurement Dates:		
	A. Issued: September 9, 2008		
	B. Advertised: September 10, 2008		
	C. Pre-bid Conference: N/A		
	D. Bids Due: October 7, 2008		
	E. Pre-Qualification Completed: N/A		
	F. Conflict of Interest Form Submitted to Ethics: December 4, 2008		
6.	Small Business Participation:		
	A. Bid Goal: MBE: 0% WBE: 0%	Date Small Business Evaluation Completed: N/A	
	B. Small Business Commitment: N/A		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: 13	Bids/Proposals Picked up: 11	Bids/Proposals Received: 4
8.	Evaluation Information: See Bid Tabulation		
	A. Bidders/Proposers Names: Reynolds Buick/Pontiac/GMC Trucks Wondries Fleet Group Thorson Motor Center Victor Buick-GMC Truck	Bid/Proposal Amt: \$ 703,150 \$ 715,860 \$ 717,653 \$ 816,813	Best and Final Offer Amt: N/A
	B. Evaluation Methodology: Procurement is in compliance with Procurement policies and procedures.		
9.	Protest Information:		
	A. Protest Period End Date: January 20, 2009		
	B. Protest Receipt Date: TBD		
	C. Disposition of Protest Date: TBD		
10.	Contract Administrator: Diane Ly	Telephone Number: 213-922-1102	
11.	Project Manager: Harold Torres	Telephone Number: 562-658-0231	

**BOARD REPORT ATTACHMENT A  
PROCUREMENT HISTORY**

**MID-SIZE UTILITY VEHICLES**

**A. Background on Contractor**

Reynolds Buick/Pontiac/GMC Trucks, located in Covina, CA, has been in business for 93 years and its principal business is automobile sales and services. Reynolds Buick/Pontiac/GMC Trucks has been the successful bidder on our previous procurements and their performance on those procurements were satisfactory. Reynolds Buick/Pontiac/GMC Trucks has also done business with the City of Los Angeles, County of Los Angeles, Metropolitan Water District, Los Angeles Department of Water & Power, and The Salvation Army.

**B. Procurement Background**

IFB No. OP34342264 was conducted as a two-phase “brand name or approved equal” procurement. Phase I provided potential bidders the opportunity to submit their requests for approved equals to the brand named vehicles, and in Phase II, sealed bids were due with four bids received.

The Diversity and Economic Opportunity Department (DEOD) did not recommend a MBE/WBE Voluntary Anticipated Level of Participation (VALP) goal for this procurement due to lack of subcontracting opportunities.

**C. Evaluation Criteria**

In accordance with our Procurement Policies and Procedures, Non-Revenue Operations of Quality Assurance Department performed a technical evaluation of the four bids received. Reynolds Buick/Pontiac/GMC Trucks and Victor Buick-GMC Truck both submitted bids that were in full compliance to our technical specification. Bids from Thorson Motor Center and Wondries Fleet Group were both disqualified due to failure of submitting the revised technical specification that was issued in Amendment 1 with their bid package. After evaluation, it was determined that the bids submitted by Reynolds Buick/Pontiac/GMC Trucks and Victor Buick-GMC Truck were considered as responsive bids. Reynolds Buick/Pontiac/GMC Trucks was the lowest, responsive, responsible bidder.

**D. Cost/Price Analysis**

The recommended price has been determined to be fair and reasonable based upon adequate price competition in the marketplace and selection of the lowest responsive and responsible bidder.

**BOARD REPORT ATTACHMENT A-2  
LIST OF SUBCONTRACTORS  
MID SIZE UTILITY VEHICLES**

**PRIME CONTRACTOR:** Reynolds Buick/Pontiac/GMC Trucks

Small Business Commitment  
0%

Other Subcontractors  
None

Total Commitment 0%

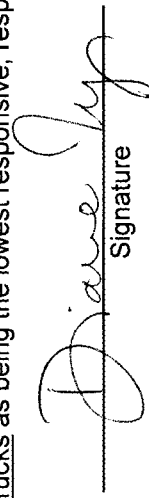
**ATTACHMENT A-3  
 BID TABULATION  
 IFB No. OP34342264 MID SIZE UTILITY VEHICLES**

Bids Out: 09/09/08 Total 11  
 Bids Opened: 10/07/08 Total 4  
 Advertisement Date(s): 09/10/08  
 Newspaper: Daily News and S.B. Sun

Item No.	Description	Qty	Unit	Reynolds Buick/Pontiac/GMC Trucks		Thorson Motor Center		Wondries Fleet Group		Victor Buick-GMC Truck, Inc.	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Mid Size Utility Vehicles	23	EA	\$28,025.00	\$644,575.00	\$28,599.00	\$657,777.00	\$28,479.00	\$655,017.00	\$32,555.47	\$748,775.81
2	Maintenance Manuals	20	Set	\$105.00	\$2,100.00	\$249.78	\$4,995.60	\$195.00	\$3,900.00	\$135.00	\$2,700.00
3	Parts Manuals	20	Set	\$135.00	\$2,700.00	Incl. Above	\$0.00		Not Available	\$145.00	\$2,900.00
4	Electrical Manuals	20	Set	Incl. Item 2	\$0.00	Incl. Above	\$0.00	\$110.00	\$2,200.00	Included	\$0.00
<b>Sub Total</b>					<b>\$649,375.00</b>		<b>\$662,772.60</b>		<b>\$661,117.00</b>		<b>\$754,375.81</b>
<b>Sales Tax 8.25%</b>					<b>\$53,573.44</b>		<b>\$54,678.74</b>		<b>\$54,542.15</b>		<b>\$62,236.00</b>
<b>California Tire Fee</b>					<b>\$201.25</b>		<b>\$201.25</b>		<b>\$201.25</b>		<b>\$201.25</b>
<b>Total</b>					<b>\$703,149.69</b>		<b>\$717,652.59</b>		<b>\$715,860.40</b>		<b>\$816,813.06</b>

I hereby certify Reynolds Buick/Pontiac/GMC Trucks as being the lowest responsive, responsible bidder and recommend the award to them for total price, including sales tax, of \$703,149.69.

12/18/08  
 Date

  
 Signature

