



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

CONSENT
September 18, 2007

Honorable Mayor and
Members of the City Council

Title: Contract: Purchase of 20 Parking Enforcement Scooters

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** awarding Municipal Maintenance Equipment, Inc. a one-year contract with two one-year renewal options for the purchase of up to 20 parking enforcement scooters in an amount not to exceed \$719,000, provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).

Contacts: Keith Leech, Fleet Manager, 808-5869; Christopher Stewart, Procurement Services Manager, 808-6202

Presenters: Not applicable

Department: General Services

Division: Fleet Management

Organization No: 3259

Description/Analysis:

Issue: The Department of General Services, Fleet Management Division has a need to purchase up to 20 parking enforcement scooters for the Department of Transportation, Parking Enforcement Division. These vehicles will replace older units or augment the City's fleet.

Policy Considerations: The recommendations in this report are in accordance with the provisions of City Code Section 3.56.

Committee/Commission Action: Not applicable

Environmental Considerations: The Environmental Services Manager has determined that the action of purchasing vehicles does not have the potential for causing a significant effect on the environment and is therefore, exempt under California Environmental Quality Act (CEQA) Guidelines, Categorical Exemption Section 15061(b)(3).

Rationale for Recommendation: In support of the Department of Transportation, the Department of General Services, Fleet Management Division, has an immediate need to purchase eight parking enforcement scooters. In an effort to expedite future purchases for this type of vehicle, the recommended contract allows for two one-year renewals to purchase additional parking enforcement scooters, should the need arise.

In July 2007, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No. B081181006 for the purchase of 20 parking enforcement scooters (GO-4 Interceptor III). Only one bid was received. The responsive and responsible bidder was Municipal Maintenance Equipment, Inc.

Financial Considerations: This report recommends awarding a multi-year contract for the purchase of up to 20 parking enforcement scooters in a total amount not to exceed \$719,000. The initial purchase in the first year of this contract (FY2007/08) will be for eight parking enforcement scooters in an amount not to exceed \$271,000. Sufficient funds for the initial purchase are available in the Department of General Services, Fleet Management Division FY2007/08 operating budget, as well as the FY2007/08 operating budget of the Department of Transportation.

The recommended contract is structured to run in increments of 365 consecutive days. Based on a contract execution date of September 2007, the final contract extension would conclude in FY2010/11. Additional purchases for the remaining quantities will be at the original bid price plus a maximum 5% annual cost escalation, and will be subject to appropriations in the FY2008/09, FY2009/10, and FY2010/11 annual budgets for these types of vehicles.

The contract not-to-exceed amount of \$719,000 includes the annual cost escalation factor and is calculated under the assumption that additional purchases, if any, will not be made until the third year of the contract, as illustrated in the following table.

Contract Year	No. of Scooters	Not-to-Exceed Amount
1	8	\$271,000
2	0	0
3	12	\$448,000
3 Year Total	20	\$719,000

Emerging Small Business Development (ESBD): Municipal Maintenance Equipment, Inc. is not certified as an emerging/small business firm. For FY2006/07, the Department of General Services achieved an ESBD percentage of 62%.

Respectfully submitted by: 
Christopher Stewart
Procurement Services Manager

Respectfully submitted by: 
Keith Leech
Fleet Manager

Approved by: 
For: Reina J. Schwartz
Director, Department of General Services

Recommendation Approved:

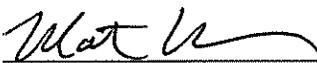

for Ray Kerridge
City Manager

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RESOLUTION NO. 2007-XXXX

Adopted by the Sacramento City Council

September 18, 2007

**AWARD CONTRACT FOR THE PURCHASE OF UP TO 20 PARKING
ENFORCEMENT SCOOTERS**

BACKGROUND

- A. The Department of General Services has a current requirement for the purchase of eight parking enforcement scooters. This bid was structured to allow for two one-year renewals to allow for an additional purchase of 12 parking enforcement scooters at the current bid price plus a maximum 5% annual cost escalation if the Department of Transportation has a need to replace or buy additional parking enforcement scooters.

- B. In July 2007, Procurement Services, in accordance with City Code Section 3.56, issued Invitation for Bid No. B081181006 for the purchase of 20 parking enforcement scooters (GO-4 Interceptor III). Only one bid was received. The responsive and responsible bidder was Municipal Maintenance Equipment, Inc.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL
RESOLVES AS FOLLOWS:**

- Section 1. Municipal Maintenance Equipment, Inc., is awarded a one-year contract with two one-year renewal options for the purchase of up to 20 parking enforcement scooters in an amount not to exceed \$719,000.

- Section 2. The contract with Municipal Maintenance Equipment, Inc. provides for an initial term of one year, with two one-year renewal options, up to a total contract term of three years (including the initial term and all extensions). The City Manager may authorize such extension(s) for the not to exceed amount specified above, provided that sufficient funds are available in the budget adopted for the applicable fiscal year(s).