

Agenda Report Reviewed by:
 City Manager:

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: September 7, 2021

To: Honorable Mayor and Honorable City Council Members

From: Dante Del Prete, Superintendent of Public Works

Subject: Approval of Budget Amendment for Purchase of Public Works Vehicle

Recommendation: By Resolution, authorize a budget amendment and approve the City Manager to execute the replacement purchase including all necessary paperwork for one ¾ Ton Truck Public Works Vehicle

Funding: Currently Budgeted: _____ Yes No _____ N/A

Current 2021/22 Budget Amount		
<u>Wastewater-</u>	<u>510-44-02-5100</u>	<u>\$38,750</u>
Low Quote cost + 5%contingency		\$46,500
Budget Amendment request not to exceed		
<u>Wastewater-</u>	<u>510-44-02-5100</u>	<u>\$7,750</u>
Net General Fund Cost:		\$0

Account Code 510-44-02-5100 /Costs \$46,500 authorized by Budget Amendment Resolution (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION:

This item is to request the City Council approve a resolution authorizing a budget amendment of not to exceed \$7,750 in the Wastewater Budget and authorize the City Manager to execute the replacement purchase including all necessary paperwork for one ¾ Ton Truck Public Works Vehicle

BACKGROUND:

The Public Works Department has attempted to operate and maintain department vehicles on a 15- to 20-year useful lifespan replacement program goal. This year, two Public Works Vehicles are identified for replacement based on age, emission regulations and maintenance costs. The replacement of one ¾ Ton Utility Pickup and one ½ Ton Pickup was approved in the 2021/22 operational budget. Due to unforeseen circumstances the ½ Ton Pickup purchase will be delayed until mid-year budget review. This request is to proceed with the replacement purchase of the proposed ¾ Ton Utility Truck at a higher cost than originally budgeted.

DISCUSSION:

In preparation of the regular budget cycle Public Works staff obtained a quote for the purchase of one ¾ Ton Utility Truck at the proposed cost of \$38,300. Historically, these government discount quotes have been good for several months with little to no markup. Now unfortunately, due to a lack of inventory, no current year models available, as well as a vehicle computer chip industry shortage, the cost of all vehicles has significantly increased.

Staff has solicited quotes from three commercial sales dealerships to provide comparable truck quotes. W.C. Sanderson Ford submitted the low quote cost of \$44,280.63; their bid was considered complete and acceptable. A 5% not to exceed contingency totaling \$46,500 has been added to cover any potential unpredicted cost increases in the build and delivery of this vehicle as to not have to return to Council again for a separate

amendment. Every effort will be made to purchase this vehicle at the quoted price of \$44,280.63

Quote results:

W.C. Sanderson Ford	\$44,280.63
Hansel Ford	\$45,863.15
Downtown Ford Sales	\$46,545.50

Per the City Council purchase policy, the City Manager has the authority to approve non-budgeted expenditures up to \$10000 if there is no increase to the overall approved appropriations. It is determined that this increase the overall approved appropriations; therefore Council approval is required.

GOALS:

Goal CSF 1: Provide High Quality Community Services, Facilities, and Infrastructure to All Residents, Businesses, and Visitors in Sebastopol

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, public comment from interested parties following the publication and distribution of this staff report will be provided to the City Council as supplemental materials before or at the meeting. In addition, a consent calendar item may be requested to be removed from the consent calendar if a member of the Council or public requests to provide public comment on this item.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to schedule meeting date.

FISCAL IMPACT:

The 2021/22 approved budget for the purchase is: **\$38,750**. The budget amendment request will be an increase to the Wastewater budget in the amount of **\$7,750**. The new approved Wastewater Capital Expense budget for this vehicle will be: **\$46,500**.

RECOMMENDATION:

By Resolution, authorize a budget amendment and approve the City Manager to execute the replacement purchase, including all necessary paperwork, for one ¾ Ton Truck Public Works Vehicle.

ATTACHMENT:

- Resolution
- Original 2021/22 Budget Projection Quote
- Current Quotes
- Purchase Order Requisition

RESOLUTION NO. _____

RESOLUTION AUTHORIZING AN AMENDMENT TO THE WASTEWATER BUDGET AND
AUTHORIZING THE CITY MANAGER TO EXECUTE THE REPLACEMENT PURCHASE OF ONE ¾ TON UTILITY TRUCK
IN THE CITY OF SEBASTOPOL, SONOMA COUNTY, CALIFORNIA

WHEREAS, the Public Works Department had solicited a quote of to purchase a ¾ Ton Utility Truck for budgeting purposes for the annual 2021/22 budget preparation process in February of 2021; and

WHEREAS, the Public Works Department solicited three recent quotes that are greater than the amount approved in the annual 2021/22 budget of \$38,750; and

WHEREAS, the Public Works Department is requesting a budget amendment of \$7,750 in the Wastewater Budget and approval to authorize the City Manager to execute the replacement purchase, including all necessary paperwork, for one ¾ Ton Truck Public Works Vehicle.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby authorize an amendment of \$7,750 in the Wastewater Budget and authorize the City Manager to execute the replacement purchase, including all necessary paperwork, for one ¾ Ton Truck Public Works Vehicle

The above and foregoing Resolution was duly passed, approved, and adopted at a meeting by the City Council on the 7th day of September 2021, by the following vote:

VOTE:

Ayes:

Noes:

Abstain:

Absent:

APPROVED: _____
Mayor Una Glass

ATTEST: _____
Mary Gourley, Assistant City Manager/City Clerk, MMC

APPROVED AS TO FORM: _____
Larry McLaughlin, City Attorney

Prepared for: Mr. Dante Del Prete

Agenda Item Number 9



City of Sebastopol

Prepared by: Joe Gazdowicz

Hansel Ford | 3075 Corby Ave Santa Rosa California | 954077879

★ 02/09/2021

2021 F-250 4x2 SD Regular Cab 8' box 142" WB SRW XL (F2A)

Price Level: 115

Pricing Summary - Single Vehicle

	MSRP
<i>Vehicle Pricing</i>	\$48,230.00

Pre-Tax Adjustments

Code	Description	MSRP
Government	Government Discount	-\$13,245.00
Subtotal		\$34,985.00

Sales Taxes

Code	Description	MSRP
9.25% Sales Tax	9.25%	\$3,236.11
Subtotal		\$38,221.11

Post-Tax Adjustments

Code	Description	MSRP
Tire Fee 5	Tire Fee 5	\$8.75
ETF	Electronic Title Fee	\$30.00
Subtotal		\$38,259.86
Total		\$38,259.86

* Vehicle is exempted from Federal Excise Tax.

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

W.C. Sanderson Ford

453 Healdsburg Avenue Healdsburg, CA 95448

Phone: (707) 433-3318
 Fax: (707) 433-7353

Salesperson:
 F&I Manager:

Today's Date: 08/06/2021
 Deal Date: 08/06/2021

BUYER	CO-BUYER	INSURANCE
Name: New Customer		
Address: CA CITY OF SEBASTOPOL CA		
County: 2022 F250		
Home Phone:		
Cell Phone:		
Work Phone:		
Email:		

ANNUAL % RATE	FINANCE CHARGE	AMOUNT FINANCED	TOTAL OF PAYMENTS	TOTAL SALE PRICE
0.00 %	\$0.00	\$44,280.63	\$44,280.63	Down: \$0.00 \$44,280.63

ITEMIZATION OF AMOUNT FINANCED	
Vehicle Cash Price:	\$40,411.00
Document Processing Charge:	\$85.00
Sales Tax @ 9.2500%:	\$3,745.88
Subtotal:	\$44,241.88
Electronic Filing Fee:	\$30.00
License Fees:	\$0.00
Official Fees:	\$8.75
Total:	\$44,280.63
Cash Down:	\$0.00
Total Downpayment:	\$0.00
Amount Financed:	\$44,280.63

BREAK DOWNS	
LICENSE FEES	
Add On Amount:	\$0.00
Electronic Filing Fee:	\$30.00
Total:	\$30.00
OFFICIAL FEES	
Tire Fee:	\$8.75
Total:	\$8.75

PAYMENT SCHEDULE	
Cash Payment @:	\$44,280.63
Due On:	08/06/2021

items marked with * are estimated

PURCHASE - NEW	VEHICLE INFORMATION	TRADE-IN(S)
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Stock Number:
 VIN:
 Year:
 Make:
 Model:
 Body Style:
 Odometer:

Seller Signature:	Title:	Date:
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This is a non-binding proposal. All sales subject to credit approval.
 DealSummary (Rev.07/19) ©
 08/06/2021 09:38:43 AM



114



Prepared by: DANIEL GENTRY

07/14/2021

Hansel Ford | 3075 Corby Ave Santa Rosa California | 954077879

2022 F-250 4x2 SD Regular Cab 8' box 142" WB SRW XL (F2A)

Price Level: 230 | Quote ID: SEBF250

Pricing Summary - Single Vehicle

			MSRP	
<i>Vehicle Pricing</i>			\$50,380.00	
Subtotal			\$50,380.00	
<i>Pre-Tax Adjustments</i>				
Code	Description			MSRP
GPC	Government Discount			-\$8,400.00
Subtotal			\$41,980.00	
<i>Sales Taxes</i>				
Code	Description			MSRP
9.25% Sales Tax	9.25%			\$3,883.15
Subtotal			\$45,863.15	
Total			\$45,863.15	

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



DOWNTOWN FORD SALES
 525 N16th Street, Sacramento, CA. 95811
 916-442-6931 fax 916-491-3138

QUOTE No. **80321**

QUOTE

Customer

Name CITY OF SEBASTOPOL
 Address 714 JOHNSON ST
 City SEBASTOPOL State CA Zip 95472
 Phone ATTN: DANTE DEL PRETE

DATE 8/3/2021
 SALES REP KAYLA DEAN
 PHONE 916-717-0362
 FOB SEBASTOPOL

Qty	Description	Unit Price	TOTAL
1	2022 FORD F250 REGULAR CAB PICKUP 4X2 XL TRIM	\$25,899.00	\$25,899.00
	EXTERIOR COLOR: WHITE		
OPTIONS			
1	SPARE TIRE/WHEEL/JACK	\$295.00	\$295.00
1	POWER GROUP 90L	\$926.00	\$926.00
1	HEAVY SERVICE PACKAGE (63R)	\$125.00	\$125.00
1	FACTORY TRAILER BRAKE CONTROLLER 52B	\$274.00	\$274.00
1	REAR VIEW CAMERA PREP KIT FOR SERVICE BODY	\$535.00	\$535.00
1	110V/400W OUTLET 43C	\$177.00	\$177.00
1	UPFITTER SWITCHES	\$299.00	\$299.00
1	SCELZI UTILITY BODY WITH TOW PACKAGE	\$12,158.00	\$12,158.00
1	INSTALL BEACON AND TOW PACKAGE FOR SERV BODY	\$1,466.00	\$1,466.00
SALES TAX CALCULATED AT 9.25% BASED ON REGISTRATION ADDRESS			

SubTotal	\$42,154.00
DELIVERY	\$300.00
SALES TAX	\$3,991.75
CA Tire Tax	\$8.75
TOTAL	\$46,454.50

Payment Details

- Cash
- Check
- Credit Card

Name _____
 CC # _____
 Expires _____

Office Use Only

\$500 DISCOUNT FOR PAYMENT IN 20 DAYS!

SIGNATURE

DATE



City of Sebastopol

Public Works Department

714 Johnson Street
 Sebastopol, CA 95472
 707-823-5331

PURCHASE ORDER REQUISITION

Ship To: City of Sebastopol Public Works Department 714 Johnson Street, Sebastopol, CA 95472		Date: August 10, 2021			
Terms:					
To: W.C. Sanderson Ford 453 Healdsburg Ave. Healdsburg, CA 95448 Phone: 707-433-3318			Conditions:		
Item No.	Description	Quantity	Unit	Unit Price	Amount
1	2022 Ford F250 Reg Cab – SRW- GAS 4x2 (Per attached Quotation #225943)	1			\$44,280.63
2	5% Contingency				\$2,214.03
Total					\$44,280.63
NOT TO EXCEED					\$46,494.66
Account Number(s): 510-44-02-5100		Requisitioned by:		Requisitioned by:	
_____ Ana Kwong Finance Director		_____ Dante Del Prete Public Works Superintendent		_____ Larry McLaughlin City Manager	
_____ Date		_____ Date		_____ Date	

W.C. Sanderson Ford

453 Healdsburg Avenue Healdsburg, CA 95448

Phone: (707) 433-3318
 Fax: (707) 433-7353

Salesperson:
 F&I Manager:

Today's Date: 08/06/2021
 Deal Date: 08/06/2021

BUYER	CO-BUYER	INSURANCE
Name: New Customer		
Address:	CA CITY OF SEBASTOPOL CA	
County:	2022 F250	
Home Phone:		
Cell Phone:		
Work Phone:		
Email:		

ANNUAL % RATE	FINANCE CHARGE	AMOUNT FINANCED	TOTAL OF PAYMENTS	TOTAL SALE PRICE
0.00 %	\$0.00	\$44,280.63	\$44,280.63	Down: \$0.00 \$44,280.63

ITEMIZATION OF AMOUNT FINANCED	
Vehicle Cash Price:	\$40,411.00
Document Processing Charge:	\$85.00
Sales Tax @ 9.2500%:	\$3,745.88
Subtotal:	\$44,241.88
Electronic Filing Fee:	\$30.00
License Fees:	\$0.00
Official Fees:	\$8.75
Total:	\$44,280.63
Cash Down:	\$0.00
Total Downpayment:	\$0.00
Amount Financed:	\$44,280.63

BREAK DOWNS	
LICENSE FEES	
Add On Amount:	\$0.00
Electronic Filing Fee:	\$30.00
Total:	\$30.00
OFFICIAL FEES	
Tire Fee:	\$8.75
Total:	\$8.75

PAYMENT SCHEDULE	
Cash Payment @:	\$44,280.63
Due On:	08/06/2021

*items marked with * are estimated*

VEHICLE INFORMATION

PURCHASE - NEW		TRADE-IN(S)
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Stock Number:
 VIN:
 Year:
 Make:
 Model:
 Body Style:
 Odometer:

Seller Signature:	Title:	Date:
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This is a non-binding proposal. All sales subject to credit approval.
 Deal Summary (Rev.07/19) ©
 08/06/2021 09:38:43 AM



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2286 E. Date Ave.
 Fresno, CA 93706
 Phone: 559-237-5541
 Fax: 559-237-5554
 www.SEINC.com

Agenda Item Number 9
Quotation

225943

Date: 7/28/2021, 8:14:12 AM

User: O'Rourke, Daniel

Bill To: W.C. SANDERSON FORD
 Attn: Reyes, John
 PO BOX 875
 HEALDSBURG, CA 95448
 (707) 433-3318

Ship To: W.C. SANDERSON FORD
 Attn: Reyes, John
 453 HEALDSBURG
 HEALDSBURG, CA 95448
 (707) 433-3318

Quote Date:	07/28/2021	Salesman:	O'Rourke, Daniel
Expiration Date:	08/27/2021	Ship Via:	SCELZI DELIVERY
Sales Tax	Exempt @ 0.000%	Terms:	Net 10
		PO Number:	

Notes:

MOUNT IN FRESNO
 PAINT BODY WHITE
 MID-SHIP FUEL TANK

Qty	Part Number	Description	Total	Tax
1	Customer Chassis	2022 - FORD - F250 - REG CAB - SRW - GAS - 4X2 - WHITE - 56" CA		
1	SB-98-79-49-38-VO	1EA - ALL LIGHTS L.E.D.		
1	BUMPER SIG - 6"	6" DIAMOND PLATE STEP BUMPER POWDER COATED GRAY		
		1EA - RELOCATE FACTORY HITCH		
		1EA - 7 PRONG FLAT RV PLUG #12707		
		1EA - INSTALL FACTORY BACK UP CAMERA		
1	LADDER RACK - 2x2x120	2" X 2" X .120 WALL FORKLIFT ACCESS - POWDER COATED WHITE		
1	WEIGHT CERTIFICATE	WEIGHT CERTIFICATE OF COMPLETED UNIT		
1	HAZ MAT - HWD FEE	HAZARDOUS WASTE DISPOSAL FEE		
1	TRANSPORTATION	ONE WAY TRANSPORTATION TO HEALDSBURG, CA		

4/4

CNGP530

VEHICLE ORDER CONFIRMATION

08/05/21 17:33:17

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2022 F-SERIES SD

Dealer: F72501

Page: 1 of 2

Order No: 1010 Priority: E4 Ord FIN: QD542 Order Type: 5B Price Level: 230
Ord PEP: 600A Cust/Filt Name: CITYOFSEBASTO PO Number:

F2A F250 4X2 SD R/C \$34950 RETAIL
142" WHEELBASE

Z1 OXFORD WHITE FLEET SPCL ADJ NC
A VNYL 40/20/40 FLEET ADV CRED NC

S MEDIUM EARTH GR FRT LICENSE BKT NC
600A PREF EQUIP PKG 10000# GWR PKG NC

572 .XL TRIM 425 50 STATE EMISS NC
.AIR CONDITIONER 43C 110V/400W OUTLT 175
NC 512 SPARE TIRE/WHL2 295

996 .6.2L EFI V8 ENG NC TOTAL BASE AND OPTIONS 38380
44S 6-SPD AUTOMATIC NC TOTAL 38380

TD8 .LT245 BSW AS 17 *THIS IS NOT AN INVOICE*

X37 3.73 REG AXLE NC

90L PWR EQUIP GROUP 915 * MORE ORDER INFO NEXT PAGE *

66D PU BOX DELETE (625) F8=Next

F1=Help F2=Return to Order F3/F12=Veh Ord Menu
F4=Submit F5=Add to Library

S006 - MORE DATA IS AVAILABLE. QC07782

V1DP0411

2,6

CNGP530

VEHICLE ORDER CONFIRMATION

08/05/21 17:33:30

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2022 F-SERIES SD

Dealer: F72501

Order No: 1010 Priority: E4 Ord FIN: QD542 Order Type: 5B Price Level: 230

Ord PEP: 600A Cust/Filt Name: CITYOFSEBASTO PO Number:

RETAIL

RETAIL

52B BRAKE CONTROLLER \$270

THIS IS NOT AN INVOICE

56M FLEET INCENTIVE NC

JACK

63R RR STAB W/ AUX 125

66S UPFITTER SWITCH 165

67D 200/240 AMP ALT NC

872 RR CAM & PREP K 415

SP DLR ACCT ADJ

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 1695

TOTAL BASE AND OPTIONS 38380

TOTAL 38380

F1=Help F2=Return to Order

F4=Submit F5=Add to Library

S099 - PRESS F4 TO SUBMIT

F7=Prev

F3/F12=Veh Ord Menu

QC07782

V1DP0411

2,6

VA 58 EN

3/4