


Agenda Report Reviewed by:
City Manager: 

CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM

Meeting Date: September 19, 2023
To: Honorable Mayor and City Councilmembers
From: Dante Del Prete, Public Works Superintendent

Subject: Expenditure Approval for the Purchase of One Replacement Flatbed Dump Truck
Recommendation: That the City Council authorize the City Manager to execute the replacement purchase and all necessary paperwork for one Flatbed Dump Truck
Funding: Currently Budgeted: Yes No Not Applicable

Account Code: (500-44-02-5100, \$43,153) (510-44-02-5100, \$43,153)

Costs authorized in City Approved Budget: Yes (Finance Initialed AK) No (Finance Exempt)

INTRODUCTION/PURPOSE:

This item is to request that the City Council authorize the City Manager to execute all necessary paperwork for the replacement purchase of one Flatbed Dump Truck for the Public Works Department. Per the City purchasing policy, budget expenditures greater than \$50,001 must be approved by City Council. Funding for this his vehicle was identified and approved in the Fiscal Year 2023/24 Water and Wastewater Enterprise budgets.

BACKGROUND:

On November 30, 2022, the Public Works Department sent a 2002 flatbed truck to public auction due to age and mechanical condition. The sale of this 20-year-old vehicle generated \$9,500 in revenue which was deposited into the general fund. The urgency in moving forward with the purchase of this replacement vehicle is to capture the availability of a 2023 model cab and chassis prior to the 2024 model cost increases.

The City manages its vehicle acquisitions through an Equipment and Vehicle Replacement Program that is identified each year in the budget process. Each department is responsible for the maintenance and replacement of all vehicles in their department. During this fiscal year budget process, each piece of equipment is evaluated before the end of the budget year to determine if the equipment has reached the end of its lifespan. This evaluation process considers the age, mileage, and serviceability of the vehicle. After the evaluation, and depending on the condition, the equipment or vehicle may be kept in service for another year or budgeted for replacement.

DISCUSSION:

In accordance with the City purchasing policy staff reached out to multiple sources for quotes for this specific vehicle. In a cost saving attempt to source the availability for a 2023 cab and chassis, in-stock inventory was determined to be limited for a 2023 model.

The total approved in the 2023/24 budget for this purchase is \$93,000 which included a forecast of potential cost increases for the 2024 model line. Per the attached quote summary, the lowest purchase price of an available 2023 model is \$86,306.

Once approved to proceed, the projected delivery date for this type of built cab and chassis vehicle is estimated at 2 to 4 months from the time of order. Payment for this vehicle would not take place until after delivery.

ENVIRONMENTAL REVIEW:

The proposed action is exempt Yes No from the requirements of the California Environmental Quality Act (CEQA)

GOALS:

This action supports the following City Council Goals and General Plan Actions:

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, if staff receives public comment from interested parties following the publication and distribution of this staff report, such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the public comment portion of the agenda 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 scheduled meeting date.

FISCAL IMPACT:

The approved funding for this replacement purchase is identified in the Water and Wastewater Enterprise budgets. There is no general fund impact.

RECOMMENDATION:

Staff recommends the Sebastopol City Council authorize the City Manager to execute the replacement purchase and all necessary paperwork for one Flatbed Dump Truck.

Attachments:

Purchase Order Requisition
Quote Summary



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: 08/21/2023			
Terms: Fill					
To: Hansel Ford 3075 Corby Ave Santa Rosa, CA 95407 Phone: (707) 543-7300			Vendor #: 1234		
Conditions: Contractor must pay Prevailing Wages Rate					
Item No.	Description	Quantity	Unit	Unit Price	Amount
1	2023 Ford Super Duty F-350 DRW XL with 2-3 yd Dump Body	1		\$78,990.00	\$78,990.00
	Government Fee				8.75
	Total Taxes				7,306.59
	Amount Financed				86,305.34
Total					\$86,305.34
Account Number(s): 510-4402-5100 (\$43,152.67) 500-4402-5100 (\$43,152.67)		Requisitioned by:		Requisitioned by:	
_____ Ana Kwong Finance Director		_____ Dante Del Prete Public Works Superintendent		_____ Larry McLaughlin City Manager	
_____ Date		_____ Date		_____ Date	



Attachment A City of Sebastopol Insurance Requirements

1. These are the Indemnity and Insurance Requirements for Contractors providing services or supplies to the City of Sebastopol. By agreeing to perform the work or submitting a proposal, you verify that you comply with and agree to be bound by these requirements. If any additional Contract documents are executed, the actual Indemnity language and Insurance Requirements may include additional provisions as deemed appropriate by the City of Sebastopol, and if a conflict occurs, the broader requirements shall prevail.
2. You should check with your insurance advisors to verify compliance and determine if additional coverage or limits may be needed to adequately insure your obligations under this agreement. These are the minimum required and do not in any way represent or imply that such coverage is sufficient to adequately cover the Contractor's liability under this agreement. The full coverage and limits of Insurance carried by, or available to, the Contractor shall be available to the City of Sebastopol and these Insurance Requirements shall not in any way act to reduce coverage that is broader or includes higher limits than those required. The Insurance obligations under this agreement shall be either: 1—all the Insurance coverage and limits carried by, or available to, the Contractor; or 2—the minimum Insurance requirements shown in this agreement; whichever is greater. Any insurance proceeds in excess of the specified minimum limits and coverage required, which are applicable to a given loss, shall be available to the City of Sebastopol.
3. Contractor shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory and Additional Insured endorsements (or copies of the applicable policy language affecting coverage required by this clause) and a copy of the Declarations and Endorsements Pages of the policies listing all policy endorsements to the City of Sebastopol before work begins. The City of Sebastopol reserves the right to require full-certified copies of all Insurance coverage and endorsements.

MINIMUM SCOPE AND LIMIT OF INSURANCE

Contractor shall procure and maintain for the duration of the contract, and for **two** years thereafter, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees, or subcontractors. Coverage shall be at least as broad as:

1. Commercial General Liability (CGL): Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: Insurance Services Office Form CA 0001 covering Code 1 (any auto), with limits no less than \$2,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employers' Liability insurance with a limit of no less than \$1,000,000 per accident for bodily injury or disease.

Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City of Sebastopol. At the option of the City of Sebastopol, either: the contractor shall cause the insurer to reduce or eliminate such self-insured retentions as respects the City of Sebastopol, its officers, officials, employees, and volunteers; or the Contractor shall provide a financial guarantee satisfactory to the City of Sebastopol guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City of Sebastopol.

Other Insurance Provisions:

Additional Insured

The City of Sebastopol, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General liability coverage can be provided in the form of an endorsement to the Contractor’s insurance at least as broad as one of the following ISO ongoing operations Forms: CG 20 10 or CG 20 26 or CG 20 33 (not allowed from subcontractors), or CG 20 38; **and** one of the following ISO completed operations Forms: CG 20 37, 2039 (not allowed from subcontractors), or CG 20 40.

Primary Insurance

For any claims related to this project, the Contractor’s insurance coverage shall be primary insurance coverage at least as broad as ISO CG 20 01 04 13 as respects the City of Sebastopol, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City of Sebastopol, its officers, officials, employees, or volunteers shall be excess of the Contractor’s insurance and shall not contribute with it.

Notice of Cancellation

Contractor shall provide immediate written notice if (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; (3) or the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, Contractor shall forthwith obtain and submit proof of substitute insurance.

Acceptability of Insurers

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best rating of no less than A: VII, unless otherwise acceptable to the City of Sebastopol.

Waiver of Subrogation

The Contractor hereby grants to the City of Sebastopol a waiver of any right to subrogation which any insurer of the Contractor may acquire against the City of Sebastopol by virtue of the payment of any loss under such insurance. The Workers’ Compensation policy shall be endorsed with a waiver of subrogation in favor of the City of Sebastopol for all work performed by the Contractor, its employees, agents, and subcontractors. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether the City of Sebastopol has received a waiver of subrogation endorsement from the insurer.

Verification of Coverage

Contractor shall furnish the City of Sebastopol with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to City of Sebastopol before work begins. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor’s obligation to provide them. The City of Sebastopol reserves the right to require complete, certified copies of all required insurance policies, including endorsements, required by these specifications, at any time.

Subcontractors

Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that City of Sebastopol is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a form at least as broad as CG 20 38 04 13.

Special Risks or Circumstances

The City of Sebastopol reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other circumstances.

I have read and understand the above requirements and agree to be bound by them for any work performed for the City of Sebastopol.

Authorized Signature: _____

Date: _____

Print Name: _____

Quote Summary City of Sebastopol			
<i>For use with options A and B of attached purchasing policy.</i>			
Please fill in information below as required by the purchasing policy. Attach any written quotes (including emails). Attach the whole packet when submitting the Purchase Order Requisition.			
Description of Purchase/Service			
2023 Ford Super Duty F-350 DRW XL W/ 2-3yd Dump Body			
<hr/>			
	Vendor 1	Vendor 2	Vendor 3
Name	Hansel Ford Lincoln Santa Rosa	Henry Curtis Ford Petaluma	Elk Grove Ford
Address	3075 Colby Ave, Santa Rosa, Ca 95407	1120 Auto Center Dr Petaluma, Ca 94952	9645 Auto Center Dr. Elk Grove, Ca 95757
Response Y/N	Y	Y	N
Quoted Amount	\$86,305.34	\$88,317.00	
<hr/>			
Vendor chosen			
Hansel Ford Lincoln			
<hr/>			
Reason if not lowest bidder			
Elk Grove does not have any available and there are none in the area to even give us a quote on.			

Account Number: 510-4402-5100 (Half-\$43,152.67) / 500-4402-5100 (Half-\$43,152.67)

Vendor's Email: Daniel F. Gentry <dgentry@gohansel.com>



Date/Time: 8/4/2023 8:43:20 AM

Buyer: CITY OF SEBASTOPOL CITY OF SEBASTOPOL
 Home Phone: (707) 823-7863
 Cell Phone: (707) 829-4400
 Address: 714 Johnson St Sebastopol, CA 954723434

Salesperson: Daniel Gentry

2023 Ford Super Duty F-350 DRW XL F359761



VIN: 1FTRF3DA2PED43240
 Odometer: 3
 Color: Oxford White
 Body Type: Regular Cab Pickup

Purchase

	0 Mo
Rate	0%
\$0	\$86305.34

MSRP/Retail	\$78,990.00
Selling Price	\$78,990.00
Rebate	0.00
Total Savings + Rebate	0.00
Total Savings	0.00
Government Fee	\$8.75
Proc/Doc Fee	0.00
Accessories	0.00
Total Taxes	\$7,306.59
Trade Allowance	0.00
Trade Payoff	0.00
Cash Down	0.00
Amount Financed	\$86,305.34