

# REPORT

To the Honorable Mayor and City Council  
From the City Manager

July 28, 2008

## **SUBJECT**

Purchase of Six Ford Escape Hybrid Vehicles

## **RECOMMENDATION**

Approve by motion the purchase of six Ford Escape hybrid vehicles in the amount of \$175,648.02 from San Francisco Ford of San Francisco, California under the cooperative purchasing agreement of the University of California, San Francisco's Purchase Order # 0000185607.

## **BACKGROUND**

Redwood City's Fleet Replacement Program is designed to provide a structure for evaluating vehicles and equipment in order to replace them at the most economically advantageous point in their life cycle. Currently, our Community Development Services Department has five (gasoline powered) vehicles that have met and/or exceeded their useful lifecycle and are scheduled to be replaced. Also, one additional vehicle was budgeted in Fiscal Year 2008/09 for Recycled Water Field Operations.

Staff from the Equipment Services Section found that University of California, San Francisco recently administered a competitive bid process for the same type of vehicle and San Francisco Ford was the lowest responsible bidder. The Redwood City Code, Chapter 2, Article VII, Section 2.80 "Open Market Purchases" makes it possible for the City to purchase from the same vendor without independently conducting a competitive bid process. Purchasing six vehicles as a group also allows the City to take advantage of economies of scale, thus our purchase price per vehicle is \$449.99 less than the University of California's purchase price.

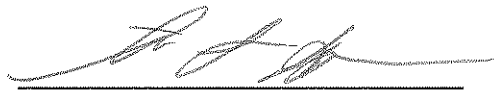
The purchase of these six hybrid vehicles continues one of Fleet Service's core objectives of increasing our fleet fuel economy and working toward reducing our green house gas emissions.

## **ALTERNATIVES**

The alternative of not approving the purchase of these vehicles would impact the operational requirement of the Engineering and Construction Division since these vehicles are used daily for field assignments and their age and mileage are near the point of requiring major repair work.

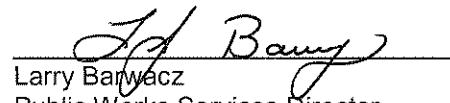
## **FISCAL IMPACT**

Funds for the purchase of these vehicles were approved and appropriated by the City Council in the FY 2008/09 Equipment Replacement Fund Budget in the amount of \$148,000.00 and the Recycled Water Project Budget in the amount of \$30,000.00.



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Terence Kyaw  
Fleet Manager



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Larry Barwacz  
Public Works Services Director



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Peter Ingram  
City Manager

**ATTACHMENTS**

1. Price Quote
2. Copy of Purchase Order (University of California, San Francisco)

**RELATED DOCUMENTS IN CITY CLERK'S OFFICE**

None



### Commercial Truck & Fleet Division

315 Airport Blvd.  
So. San Francisco, California 94080

(415) 431-8100 Ex 413

Fax (415) 255-1962

Attention:

*TERRENCE KYAW*

Date:

*6-30-08*

Fax to number:

Time:

Number of pages:

Including cover page

From:

*FRANK GIROTTI*

*ESCAPE Hybrid Gowits*

*\$27,035.49 CAR*

*2230.43 TAX*

*8.75 Title TAX*

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*\$29,274.67*

*TOTAL*

*PER ATTACHED*

The information in this facsimile is confidential and for the use of the specified addressee named above. This information is assumed to be considered proprietary and confidential and should be treated as such, including the safeguard of the information against disclosure. If the reader of this message is not the intended recipient, you are hereby notified that retention, verbal disclosure, copying, or otherwise disseminating this information is strictly prohibited by State, Federal, and local laws. If you receive this FAX in error, please notify the sender at once and destroy the contents herein. Thank you for your urgent attention to this matter.

→ **Confidentiality Note** ←

**Purchase Order-0000185607**

**University of California SF**  
1855 Folsom Street, Suite 304  
San Francisco CA 94103  
United States

**Vendor: 0030018235**  
**S & C FORD**  
35 DOLORES STREET  
SAN FRANCISCO CA 94103-1008

<b>Purchase Order</b>		<b>Date</b>		<b>Revision</b>		<b>Page</b>	
UCSF-0000185607		06/16/2008		---		1	
<b>Payment Terms</b>		<b>Freight Terms</b>		<b>Ship Via</b>		<b>Ship Via</b>	
N30 days		DESTINATION -		SELLER DAYS		CROUNTS	
<b>Buyer Name</b> N. Collins, Steven P		<b>Phone</b> 415 502 3018		<b>Buyer Email</b> scoconnor@finance.ucsf.edu			
<b>Ship To:</b>		<b>See Detail Below</b>					

**Bill To:** University of California SF  
(415) 476-2128  
Accounting Office, UCSF Box 0812  
San Francisco CA 94143-0812  
United States

NOTICE: Acceptance of this Purchase Order by Vendor binds vendor to performance in accordance with Appendix A - University of California Terms and Conditions of Purchase dated August 1998. Copies are available at <http://www.ucop.edu/ucophome/policies/bto/bus43exh-c-appa.pdf> or by calling 415-476-5761. No other terms will take precedence unless explicitly stated below. Vendor represents that any and all material, labor, goods and services ordered by this Purchase Order are being rendered in full compliance with all Federal, State and Local law.

<b>Tax Exempt?</b> N	<b>Tax Exempt ID:</b>	<b>Replenishment Option:</b> Standard					
<b>Line</b>	<b>Sch</b>	<b>Item/Description</b>	<b>Mfg ID</b>	<b>Quantity UOM</b>	<b>PU Price</b>	<b>Extended Amt</b>	<b>Due Date</b>

1	1	2009 FORD ESCAPE-0149 FWD 4DR CVT HYBRID		1.00EA	27,396.00	27,396.00	07/16/2008
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SUT Code: SF (9.5000%) 2,328.56

**Ship To:** MAILING SERVICES  
SAN FRANCISCO CA  
United States  
Attn:

**Schedule Total** 29,724.56

**Item Total** 29,724.56

1	1	Documentation Fee		1.00EA	55.00	55.00	07/16/2008
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**Ship To:** 280000  
2511 BUSH STREET  
SAN FRANCISCO CA 94115  
United States

**Schedule Total** 55.00

**Item Total** 55.00

1	1	Tire Re-cycling Fee		1.00EA	0.75	0.75	07/16/2008
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**Ship To:** 280000  
2511 BUSH STREET  
SAN FRANCISCO CA 94115  
United States

**Schedule Total** 8.75

**Item Total** 8.75

AMANDA.NAVARRO@UCSF.EDU,  
AMANDA NAVARRO 0281 502-4268

SALES TAX: 2333.34

A copy of this UCSF Purchase Order # 0000185607 was sent via email to the attention of Don Byer at: dynadonna@aol.com on 6/18/2008. An additional copy of the Purchase Order will also be sent to the attention of the requestor, Amanda Navarro via email at: amanda.navarro@ucsf.edu

**PRICING:**

Please reference attached Quote from Don Byer of S&C Ford, dated 6/04/2008 for details and Pricing information only.

For all services, please refer to the University of California General Services Manual, Chapter 100000.

### Purchase Order-0000185607

**University of California SF**  
1855 Folsom Street, Suite 304  
San Francisco CA 94103  
United States

**Vendor:** 0030018235  
S & C FORD  
35 DOLORES STREET  
SAN FRANCISCO CA 94103 1008

<b>Purchase Order</b>		<b>Date</b>		<b>Revision</b>		<b>Page</b>	
UCSF-0000185607		06/16/2008				2	
<b>Payment Terms</b>		<b>Freight Terms</b>				<b>Ship Via</b>	
W30 days		DESTINATION - ORIGIN PAYE				GROUND	
<b>Buyer Name</b>		<b>Buyer Email</b>		<b>Phone</b>			
M Connor, Steven F		sconnor@finance.ucsf.edu		415 502 3010			
<b>Ship To:</b>		<b>See Detail Below</b>					

**Bill To:** University of California SF  
(415) 476-2128  
Accounting Office, UCSF Box 0812  
San Francisco CA 94143-0812  
United States

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<b>Line</b>	<b>Seq</b>	<b>Item/Description</b>	<b>Mfn ID</b>	<b>Quantity</b>	<b>UOM</b>	<b>PO Price</b>	<b>Extended Amt</b> <b>Due Date</b>

Taxable: YES

**INVOICING:**

Invoices must show purchase order number, plainly identify all applicable discounts, and be itemized, submitted in duplicate, in arrears and only if supplies, services or equipment has been furnished

To ensure prompt payment, invoice must match the contract.

**NOTE:** When the vehicle is ready for pick-up please contact Peter Davis

VIN # 1FMCU48H88KE45454

**WARRANTY**

Vendor's Standard Warranty applies to this order.

**General Conditions:**

**VENDOR NOTE:** Please confirm your receipt of this Purchase Order by email at: [sconnor@finance.ucsf.edu](mailto:sconnor@finance.ucsf.edu) or fax at: (415) 502-3031 or fax: (415) 514-9807

University of California San Francisco  
Campus Procurement and Business Contracts  
1855 Folsom Street, Suite 304  
P.O. Box 0810  
San Francisco CA 94143 0010  
Attn: Steven Patrick O'Connor/Senior Buyer

All work performed will be with the prior approval of the ordering department.

**DELIVERY:**

Ship by: Vehicle will be picked up by Peter Davis of Transportation Services.

**Deliver to Address:**

UCSF  
Campus Life Services/Mail Services  
1855 Folsom Street, Suite 156  
San Francisco CA 94143  
Attn: Ann Haugabook  
Tel: (415) 476-1992

The University provides no free parking facilities for Contractor's employees. Contacting the University Parking Office at (415) 476-2556 can make arrangements for loading and unloading material.

The University will NOT be responsible for the loss of equipment or materials left on University