



CITY OF POMONA COUNCIL REPORT

June 5, 2017

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Meg McWade, Public Works Director

Subject: **Award of Bid to Inland Kenworth, Inc. for the Purchase of Heavy Duty Truck Engine Parts at the Prices Bid for an Initial Term of Three (3) Years, with the Option to Extend the Contract for up to Two (2) Additional One-Year Terms**

OVERVIEW

Recommendation – That the City Council award a bid (No. 2017-17) to Inland Kenworth, Inc. for the purchase of heavy duty truck engine parts at the prices bid for three years, with the option to extend the contract for up to two additional one-year terms.

Fiscal Impact – Funds for this procurement are included in the Equipment Maintenance Operating Budget, 669-2550-52380-00000.

MBE/WBE Impact – None.

Public Noticing Requirements – Section 2-970(1)(a) of the City's Purchasing Ordinance requires that a Notice Inviting Bids be published at least ten days before the date of opening. The notice was posted on PlanetBids and on the City's Public Noticing Boards on April 11, 2017; bids were opened on April 26, 2017.

Previous Council Action – None.

EXECUTIVE SUMMARY

The Equipment Maintenance Division routinely performs repair and maintenance services for the City's fleet of 43 heavy duty trucks. The award of bid to Inland Kenworth, Inc., will enable the purchase of the necessary vehicle parts for the maintenance of the City's heavy duty vehicles. Additionally, the award of this contract will further the Fleet Maintenance goal to efficiently maintain City vehicles to ensure they are safe and reliable.

DISCUSSION

It is necessary for the City to purchase and stock original equipment manufactured parts for use in repair and maintenance work on the City's 43 heavy duty trucks. In order to secure a vendor with the best pricing, availability, and timely delivery of heavy duty truck engine parts, the City issued a formal bid to award an initial term of three (3) years, with the option to extend the contract for up to two (2) additional one-year terms. The City is seeking a company that has the ability to stock urgently-needed items and deliver promptly to reduce downtime of the City's fleet.

On April 11, 2017, a Notice Inviting Bids was posted on PlanetBids and the City's Public Noticing Boards, pursuant to the City's purchasing regulations. Notifications were sent to 250 external bidders; five (5) bids were received and opened on April 26, 2017 by the City Clerk's Office. The bids received are shown in the attached Summary of Bids. Staff is recommending award to the overall lowest responsible bidder, Fontana-based Inland Kenworth, Inc., for the purchase of Cummins engine parts, Items 1 through 30, on the bid summary. In the event that there is a manufacturer's increase in the price of a listed item, the vendor will provide a 30-day advance notice enabling the City to verify the adjustment.

The City has successfully worked with Inland Kenworth, Inc. in the past. If approved, the initial term is three years (3), with the option to extend the contract for up to two (2) additional one-year terms.

Attachment: Summary of Bids

Prepared by: Darrin Morris, Fleet and Facilities Services Manager