



CITY OF POMONA COUNCIL REPORT

June 19, 2017

To: Honorable Mayor and Members of the City Council

From: Linda Lowry, City Manager

Submitted by: Meg McWade, Public Works Director

Subject: **Approval of a Sole Source Award to Brown Motor Works, Inc. for Repair and Service of Police BMW Motorcycles for an Initial Term of Three (3) Years, with the Option to Extend the Contract for up to Two (2) Additional One-Year (1) Terms**

OVERVIEW

Recommendation – That the City Council approve a sole source award to Brown Motor Works, Inc. for repair and service of Police BMW motorcycles for an initial term of three (3) years, with the option to extend the contract for up to two (2) additional one-year (1) terms.

Fiscal Impact – These expenses are included in the Equipment Maintenance Operating Budget, 669-2550-52380-00000 and are anticipated to be \$45,000 in the first year.

Previous Related Action – None.

EXECUTIVE SUMMARY

The Pomona Police Department has twelve BMW police motorcycles in its fleet which require routine repair and maintenance services. Approval of a sole source award to Brown Motor Works, Inc., located in Pomona, for an initial term of three (3) years, with the option to extend the contract for up to two (2) additional one-year (1) terms, will ensure that the police motorcycles are maintained by qualified technicians in a timely and cost-effective manner.

DISCUSSION

The Equipment Maintenance Division's goal is to maintain vehicles that are safe and reliable for City employees. The Division relies on strategic partnerships with the private sector to further ensure quality services. The Division contracts repair and maintenance of the Pomona Police

Award of Sole Source Purchase Agreement to Brown Motor Works, Inc. for Repair and Service
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Department BMW motorcycles to Brown Motor Works, Inc., a local Pomona business and BMW motorcycle dealership. In the past, Staff obtained competitive quotes to ensure that the City was receiving the best pricing available on repair and services. The quotes included three (3) Southern California BMW motorcycle dealerships. The lowest apparent pricing was provided by Brown Motor Works, Inc., located just one block west of the Police Department.

Historically, expenditures have been below \$30,000 for standard maintenance. Due to rising costs of parts and labor required to properly maintain Police motorcycles and periodic need for major accident repair, the corresponding maintenance costs have increased. As a result, maintenance costs will exceed the \$30,000 annual expenditure threshold which can be handled administratively and now require Council approval.

Pomona City Code 2-970(1)(c), Formal Bid Procedure, under the Exceptions clause, states “an award of purchase may be made without competitive bidding after conducting a good faith review of all available alternatives and sources which result in a finding that there is only one practical source available for the required supplies, services or equipment and that there is no other practical option or alternative available.” Staff recently confirmed that Brown Motor Works, Inc. continues to be the best practical source available due to the lowest pricing and its proximity to the Pomona Police Department. The location of the dealership, one block west of the Police Department, saves in transportation costs and motorcycle/personnel downtime. Brown Motor Works in Pomona has successfully provided these services to the City for over 14 years. For these reasons, it is recommended that the City Council authorize a sole source procurement for an initial term of three (3) years, with the option to extend the contract for up to two (2) additional one-year (1) terms.

Prepared by: Darrin Morris, Fleet and Facilities Services Manager

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