



**OPERATIONS COMMITTEE
JANUARY 15, 2009**

SUBJECT: CROWN VICTORIA SEDANS

ACTION: RECOMMENDATION FOR AWARD

RECOMMENDATION

Authorize the Chief Executive Officer to award a firm fixed price contract under IFB No. OP34342240 with Theodore Robins Ford, the lowest responsive and responsible bidder, for nine Crown Victoria sedans for an amount not-to-exceed \$247,715, inclusive of sales tax.

RATIONALE

This procurement is for the purchase of nine Crown Victoria sedans to be used by the Systems Security department to perform their daily activities. These vehicles will be used by our Security Officers to perform patrol duties at all our properties and interest, field work and to respond to incidents when the need arises.

These vehicles are for the replacement of existing vehicles that have met our GEN-16 guidelines of six years/100,000 miles. The current fleet has exceeded this criteria and reliability and operating costs are being affected.

FINANCIAL IMPACT

Funds for this action are included in the budget under Cost Center 3434, Non-Revenue Operations, under Capital Project 208007, Bus System Support Non-Revenue Vehicles and Line Item 53106, Acquisition Service Vehicle.

ALTERNATIVE CONSIDERED

The alternative is to not purchase these Crown Victoria sedans and continue using the existing fleet. This option is not recommended due to the age and condition of these vehicles. Transit Security frequently is called to respond to emergency situations and the low reliability of these vehicles may impact their ability to do so. Replacing these vehicles will keep our operating cost low and eliminate the need to replace major components such as engines and transmissions.

ATTACHMENTS

- A. Procurement Summary
- A-1 Procurement History
- A-2 List of Subcontractors
- A-3 Bid Tabulation

Prepared by: Harold Torres, Assistant Equipment Maintenance Manager
Diane Ly, Assistant Contract Administrator

Carolyn Flowers

Carolyn Flowers
Chief Operations Officer

Roger Snoble

Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

CROWN VICTORIA SEDANS

1.	Contract Number: OP34342240		
2.	Recommended Vendor: Theodore Robins Ford		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$247,715	Recommended Price: \$247,715	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Firm Fixed Price		
5.	Procurement Dates:		
	A. Issued: August 5, 2008		
	B. Advertised: August 5, 2008		
	C. Pre-bid Conference: N/A		
	D. Bids Due: September 17, 2008		
	E. Pre-Qualification Completed: N/A		
	F. Conflict of Interest Form Submitted to Ethics: December 4, 2008		
6.	Small Business Participation:		
	A. Bid Goal: MBE: 0% WBE: 0%	Date Small Business Evaluation Completed: N/A	
	B. Small Business Commitment: N/A		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: 15	Bids/Proposals Picked up: 18	Bids/Proposals Received: 6
8.	Evaluation Information: See Bid Tabulation		
	<u>A. Bidders/Proposers Names:</u> Theodore Robins Ford Burch Ford South Bay Ford McPeek's Dodge of Anaheim Downey Ford Wondries Ford	<u>Bid/Proposal Amount:</u> \$ 247,715 \$ 259,755 \$ 266,088 \$ 276,132 \$ 306,427 \$ 317,032	<u>Best and Final Offer Amt:</u> N/A
	B. Evaluation Methodology: Procurement is in compliance with Procurement policies and procedures.		
9.	Protest Information:		
	A. Protest Period End Date: January 20, 2009		
	B. Protest Receipt Date: TBD		
	C. Disposition of Protest Date: TBD		
10.	Contract Administrator: Diane Ly	Telephone Number: 213-922-1102	
11.	Project Manager: Harold Torres	Telephone Number: 562-658-0231	

**BOARD REPORT ATTACHMENT A
PROCUREMENT HISTORY**

CROWN VICTORIA SEDANS

A. Background on Contractor

Theodore Robins Ford, located in Costa Mesa, CA, has been in business for 42 years and its principal business is automobile sales and services. Theodore Robins Ford has been the successful bidder on previous Metro procurements and their performance on those procurements were satisfactory. Theodore Robins Ford has also done business with the County of Los Angeles, County of Orange, and the City of Anaheim.

B. Procurement Background

IFB No. OP34342240 was conducted as a two-phase “brand name or approved equal” procurement. Phase I provided potential bidders the opportunity to submit their requests for approved equals to the brand named vehicles. However, no requests for approved equals were received. In Phase II, sealed bids were due with six bids received.

The Diversity and Economic Opportunity Department (DEOD) did not recommend a MBE/WBE Voluntary Anticipated Level of Participation (VALP) goal for this procurement due to lack of subcontracting opportunities.

C. Evaluation Criteria

In accordance with our Procurement Policies and Procedures, Non-Revenue Operations Quality Assurance Department performed a technical evaluation of the four lowest bids received. After evaluation, it was determined that Burch Ford’s bid was disqualified due to failure of submitting the revised technical specification with the bid package. Theodore Robins Ford, South Bay Ford, and McPeek’s Dodge of Anaheim all submitted bids with one exception to the vehicle Spot Lights, per section 4.8 of the technical requirements. The lights will be provided with black heads in lieu of the specified chrome color. This exception is deemed acceptable because it is a minor exception and will not have any impact on the performance of the vehicle. Therefore, bids submitted by Theodore Robins Ford, South Bay Ford, and McPeek’s Dodge of Anaheim are all considered as responsive bids. Theodore Robins Ford was the lowest, responsive, responsible bidder.

D. Cost/Price Analysis

The recommended price has been determined to be fair and reasonable based upon adequate price competition in the marketplace and selection of the lowest responsive and responsible bidder.

**BOARD REPORT ATTACHMENT A-2
LIST OF SUBCONTRACTORS**

CROWN VICTORIA SEDANS

PRIME CONTRACTOR: Theodore Robins Ford

Small Business Commitment
0%

Other Subcontractors
None

Total Commitment 0%

**ATTACHMENT A-3
 BID TABULATION
 IFB No. OP34342240 CROWN VICTORIA SEDANS**

Bids Out: 08/05/08 Total 18
 Bids Opened: 09/17/08 Total 6
 Advertisement Date(s): 08/05/08
 Newspaper: Daily News, Chinese Daily News, L.A. Sentinel and La Opinion

Item No.	Description	Qty	Unit	Theodore Robins Ford		Burch Ford		South Bay Ford, Inc.	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Crown Victoria Sedans	9	EA	\$25,078.19	\$225,703.71	\$26,272.00	\$236,448.00	\$26,689.97	\$240,209.73
2	Maintenance, Repair, Electrical Schematics and Parts Manuals	18	Set	\$170.00	\$3,060.00	\$195.00	\$3,510.00	\$307.00	\$5,526.00
Sub Total					\$228,763.71		\$239,958.00		\$245,735.73
Sales Tax 8.25%					\$18,873.01		\$19,796.54		\$20,273.20
California Tire Fee					\$78.75	Included			\$78.75
Total Bid					\$247,715.47		\$259,754.54		\$266,087.68
McPeek's Dodge of Anaheim									
Downey Ford, Inc.									
Wondries Ford									
Item No.	Description	Qty	Unit	McPeek's Dodge of Anaheim		Downey Ford, Inc.		Wondries Ford	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Crown Victoria Sedans	9	EA	\$28,095.00	\$252,855.00	\$29,494.57	\$265,451.13	\$32,109.00	\$288,981.00
2	Maintenance, Repair, Electrical Schematics and Parts Manuals	18	Set	\$120.00	\$2,160.00	\$975.00	\$17,550.00	\$212.00	\$3,816.00
Sub Total					\$255,015.00		\$283,001.13		\$292,797.00
Sales Tax 8.25%					\$21,038.74		\$23,347.58		\$24,155.75
California Tire Fee					\$78.75		\$78.75		\$78.75
Total Bid					\$276,132.49		\$306,427.47		\$317,031.50

I hereby certify Theodore Robins Ford as being the lowest responsive, responsible bidder and recommend the award to them for total price, including sales tax, of \$247,715.47.

12/18/08
 Date

Dave Ly
 Signature

