



Metropolitan
Transportation
Authority

One Gateway Plaza
Los Angeles, CA
90012-2952

SUBJECT: FULL SIZE PASSENGER VANS

ACTION: AWARD CONTRACT FOR FULL SIZE PASSENGER VANS

RECOMMENDATION

Authorize the Chief Executive Officer to award a firm fixed-price contract under Bid No. 03-0021 with Burch Ford, the lowest responsive and responsible bidder for 12 full size passenger vans for a firm-fixed price of \$262,671 inclusive of sales tax.

RATIONALE

There are 12 full-size, 12-passenger vans identified for procurement in this bid. Eight (8) are for the replacement of existing vehicles that are being utilized by the Stops & Zones departments for the Metro Clean Graffiti program. These vans exceed the FTA replacement guidelines as well as the MTA's six-year/100,000 mile replacement model. Two (2) additional vans are for fleet expansion within the Metro Clean Graffiti Program due to high service demand.

One (1) is a new van for the Sectors' offices to support community relations and Governance Council activities. The final van will replace vehicle #22-1138, which has been in service for 13 years and has an accumulated mileage of 104,782.

The MTA currently has twenty-four (24) of these vans in the system. This procurement will increase this fleet by three vans.

FINANCIAL IMPACT

Funding for this procurement is included in the FY04 budget of cost center 3434 in line item 53102, project 200010, and task 03.21 identified in CP#3908038. This procurement is part of our five-year capital plan and reflects a quantity procured per the FY03 year. The impact to the Non-Revenue department is minimal.

ALTERNATIVES CONSIDERED

The alternative is to not purchase these vehicles and continue using the current equipment. This alternative is not recommended because of the age and high mileage

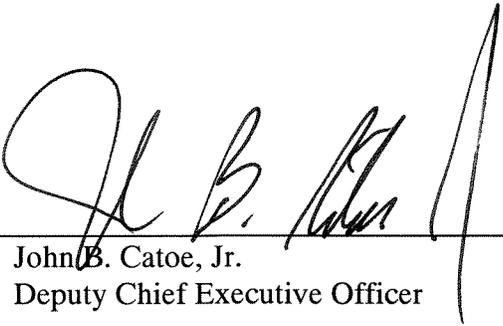
of the vehicles. These vans have been heavily used and will require significant costs to maintain them. The maintenance cost are already high and the investment of further monies far exceeds their value.

To not procure the expansion vehicles will severely impact the Metro Clean operation whose current service needs are not being met. This workforce provides the MTA with an extremely low-cost and efficient labor source for maintaining the 18,500 bus stops and various facilities.

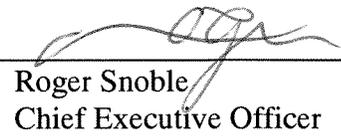
ATTACHMENT(S)

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

Prepared by: Kitty Jones, Senior Buyer
Harold Torres, Equipment Maintenance Supervisor



John B. Catoe, Jr.
Deputy Chief Executive Officer



Roger Snoble
Chief Executive Officer

**BOARD REPORT ATTACHMENT A
PROCUREMENT SUMMARY**

Full Size Passenger Vans

1.	Contract Number: IFB03-0021		
2.	Recommended Vendor: Burch Ford		
3.	Cost/Price Analysis Information:		
	A. Bid/Proposed Price: \$262,670.79	Recommended Price: \$262,671.00	
	B. Details of Significant Variances are in Attachment A-1.D		
4.	Contract Type: Firm Fixed Price		
5.	Procurement Dates:		
	A. Issued: June 6, 2003		
	B. Advertised: May 29, 2003		
	C. Pre-proposal Conference: None		
	D. Proposals Due: August 6, 2003		
	E. Pre-Qualification Completed: August 26, 2003		
	F. Conflict of Interest Form Submitted to Ethics: September 23, 2003		
6.	Small Business Participation:		
	A. Bid/Proposal Goal: 0%	Date Small Business Evaluation Completed: N/A	
	B. Small Business Commitment: 0% Details are in Attachment A-2		
7.	Invitation for Bid/Request for Proposal Data:		
	Notifications Sent: 91	Bids/Proposals Picked up: 21	Bids/Proposals Received: 8
8.	Evaluation Information:		
	A. <i>Bidders/Proposers Names:</i> Burch Ford Villa Ford Mel Clayton Ford Victor Buick GMC Nelson Dodge GMC Ford West Downey Ford Pacific Truck Equipment, Inc.	<i>Bid/Proposal Amount:</i> \$262,670.79 \$263,408.23 \$264,333.51 \$266,202.25 \$276,570.09 \$284,197.67 \$292,204.46 No Bid	<i>Best and Final Offer Amount:</i> \$262,670.79
	B. Evaluation Methodology: Procurement is in compliance with MTA Procurement policies and procedures.		
9.	Protest Information:		
	A. Protest Period End Date: October 20, 2003		
	B. Protest Receipt Date: TBD		
	B. Disposition of Protest Date: TBD		
10.	Senior Buyer: Kitty Jones	Telephone Number: (213) 922-1081	
11.	Project Manager: Harold Torres	Telephone Number: (562) 658-032	

**BOARD REPORT ATTACHMENT A-1
PROCUREMENT HISTORY**

FULL SIZE PASSENGER VANS

A. Background on Contractor

Burch Ford, located in La Habra, CA, has been in business for 69 years. Their principal business is the sale of automobiles, trucks, and police cars. Burch Ford has been the successful bidder on other MTA procurements for pick-up, large-gas and utility trucks, passenger vans and security sedans. It has also major contracts with Los Angeles County and Orange County for various truck sales. Burch Ford's performance on MTA contracts has been satisfactory.

B. Procurement Background

In accordance with MTA Procurement Policies and Procedures, Vehicle Technology performed a technical evaluation of seven bids that were received. The low bid submitted by Burch Ford was determined to be in full compliance with the specifications.

Vehicles are scheduled to be delivered upon receipt of order in early January 2004. Warranty is for a period of three years or 36,000 miles, or by the manufacturer's standard warranty, whichever is greater.

C. Evaluation Criteria

Technical review and selection of the lowest responsive, responsible bidder.

- | | |
|-----------|---|
| Bidder #1 | Burch Ford in the amount of \$262,671 was found to be responsive and in full compliance with the technical specifications. |
| Bidder #2 | Villa Ford in the amount of \$263,408 was found to be responsive and in full compliance with technical specifications. |
| Bidder #3 | Mel Clayton Ford in the amount of \$264,334 is found to be non-responsive and non-compliant with Section 5.2 – Parts Manual, not available. |
| Bidder #4 | Victor Buick GMC in the amount of \$266,202 is found to be non-responsive and non-compliant with Section 5.2 – Parts Manual, not available and Section 4.4 – Emergency Light, offered non-pre-approved model. |

- Bidder #5 Nelson Dodge GMC in the amount of \$276,571 is found to be non-responsive and non-compliant with Section 5.2 – Parts Manual, not available.
- Bidder #6 Ford West in the amount of \$284,198 is in full compliance to the bid specifications.
- Bidder #7 Downey Ford in the amount of \$292,204 is found to be non-responsive and non-compliant in Section 4.4 – Emergency Light, offered non-pre-approved model.
- Bidder #8 Pacific Truck Equipment Inc. – No Bid

D. Cost/Price Analysis Explanation of Variances

Table 1 Analysis

Bid Amount	MTA Estimate	Recommended Amount
\$262,670.79	\$256,920.00	\$262,671.00

Table 2 Analysis

Line Item No.	Bidder	Quantity	Type	Bid Unit Price	Historical Unit Price	Price Variance
1	Burch Ford	12 ea	Vans – Full Size	\$20,221.00	\$22,599.00	(\$2,378.00)
					(8/7/01)	

The recommended bid price of \$262,671 has been determined to be fair and reasonable based upon adequate price competition and selection of the lowest responsive and responsible bidder.

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

FULL SIZE PASSENGER VANS

PRIME CONTRACTOR

Burch Ford

Small Business Commitment

0% Bid Goal

Total Commitment 0%

Other Subcontractors

None

**BOARD REPORT ATTACHMENT A-3
BID TABULATION**

FULL SIZE PASSENGER VANS

Bids Out: 06/02/03 Total: 21
 Bids Opened: 08/06/03 Total: 8
 Adv. Date: 05/29/03
 Newspaper: Daily News

			Burch Ford		Villa Ford		Mel Clayton Ford		Victor Buick GMC	
Item	Description	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Full Size Passenger Vans	12	\$20,221.00	\$242,652.00	\$20,277.77	\$243,333.24	\$20,349.00	\$244,188.00	\$20,492.86	\$245,914.32
		Subtotal		\$242,652.00		\$243,333.24		\$244,188.00		\$245,914.32
		Sales Tax 8.25%		\$20,018.79		\$20,074.99		\$20,145.51		\$20,287.93
		Total Bid		\$262,670.79		\$263,408.23		\$264,333.51		\$266,202.25

			Nelson Dodge GMC		Ford West**		Downey Ford		Pacific Truck Equip. Inc.	
Item	Description	Qty	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	Full Size Passenger Vans	12	\$21,291.00	\$255,492.00	\$21,873.57	\$262,482.84	\$22,494.57	\$269,934.84		No Bid
		Subtotal		\$255,492.00		\$262,482.84		\$269,934.84		
		Sales Tax 8.25%		\$21,078.09		\$21,654.83		\$22,269.62		
		Total Bid		\$276,570.09		\$284,197.67		\$292,204.46		

****Total includes California Tire Fee @ \$5.00 each = \$60.00**

I hereby certify _____ as being the lowest responsible bidder and recommend award to them for a total price, including sales tax, of \$ _____