



Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Scott P. Johnson

SUBJECT: SEE BELOW

DATE: September 13, 2006

Approved

Date

COUNCIL DISTRICT: District 7

SUBJECT: REPORT ON BIDS FOR TWO (2) PARALLELOGRAM LIFTS

RECOMMENDATION

Report on bids and award of purchase of two (2) parallelogram lifts to Municipal Maintenance Equipment Inc. (Sacramento, CA), for a total amount not to exceed \$160,751.68 and authorizing the Director of Finance to execute the purchase order.

OUTCOME

With the purchase of the parallelogram lifts, the General Services Department Fleet Division will be able to expand existing service levels, while enhancing operational capabilities using the new technology available with this acquisition. These lifts will be installed in the newly constructed Fleet Operations Building located at the Central Service Yard as a part of the Phase II Project.

BACKGROUND

The General Services Department Facilities Management Division has requested the purchase of two (2) parallelogram lifts on behalf of the General Services Fleet Division. The Fleet Division will utilize these units for fleet repair and maintenance operations. These lifts will be installed in Building F, the new Fleet Operations Building, during the Central Service Yard Phase II Construction Project.

The capability of this equipment will allow for better maneuverability and greater access to under carriage areas of larger vehicles for repair and maintenance. This new equipment is state-of-the-art and will enhance the Fleet Division's operations. Fleet maintenance is an integral part of the functionality of the Central Service Yard, which will now house the majority of the Fleet Division maintenance operations.

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ANALYSIS

A notice inviting bids was published on August 2, 2006. In addition, bid packages were e-mailed to five (5) vendors. A pre-bid conference was held on August 8, 2006, to answer questions from prospective vendors regarding the lift specifications. The public bid opening was held on August 22, 2006. Municipal Maintenance Inc. submitted the only bid in the amount of \$160,751.68. Municipal Maintenance Inc.'s bid met all specifications.

Since only one bid was received, staff contacted the five vendors which received a direct email notification about the bidding opportunity. One vendor stated that its lifts are more expensive than Municipal Maintenance Inc.'s products and that submitting a bid is too time consuming. The other three vendors did not respond to staff's inquiry.

Staff recommends the award to Municipal Maintenance Inc., the only bidder, in accordance with the formal bidding procedures of the San Jose Municipal Code, Section 4.12.030.

POLICY ALTERNATIVES

Not applicable.

PUBLIC OUTREACH/INTEREST

This bid was placed on the City of San Jose web site and on the DemandStar bid notification system.

This item does not meet any criteria listed below.

- Criteria 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criteria 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criteria 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

COORDINATION

This memorandum has been coordinated with the City Manager's Budget Office, the City Attorney's Office and General Services.

FISCAL/POLICY ALIGNMENT

This Council item is consistent with Council approved budget strategy to continue with elements of the capital improvement program that keep money flowing to our economy.

COST SUMMARY/IMPLICATIONS

Not applicable.

BUDGET REFERENCE

Fund #	Appn. #	Appn. Name	Total Appn.	Amount for Contract	2006-2007 Adopted Capital Budget Page	Last Budget Action (Date, Ord. No.)
395	4962	Central Service Yard Phase II	\$6,406,000	\$160,752	V-1258	N/A

CEQA

Not a project.


SCOTT P. JOHNSON
Director, Finance

For questions, please contact Walter C. Rossmann, Chief Purchasing Officer, at (408) 535-7051.