

# Council Business Meeting

November 5, 2019

|                    |  |   |
|--------------------|--|---|
| <b>Agenda Item</b> | Approval of New Vehicle Purchases (exceeding \$100,000)  |   |
| <b>From</b>        | Paula Brown, PE<br>Wes Hoadley   | Public Works Director<br>Fleet Maintenance Supervisor |
| <b>Contact</b>     | <a href="mailto:paula.brown@ashland.or.us">paula.brown@ashland.or.us</a><br><a href="mailto:wes.hoadley@ashland.or.us">wes.hoadley@ashland.or.us</a> | 541-552-2411<br>541-552-2355                          |

## **SUMMARY**

Before Council is a request to purchase new vehicles, as outlined in the included table, that are scheduled for replacement and approved for purchase in the FY 2020 & FY 2021 Biennial Budget.

## **POLICIES, PLANS & GOALS SUPPORTED**

City Council Goals (supported by this project):

- Maintain Essential Services
- Continue to leverage resources to develop and/or enhance Value Services

CEAP Goals:

- Natural Systems: Air, water, and ecosystem health, including opportunities to reduce emissions and prepare for climate change through improved resource conservation and ecosystem management.

Department Goals:

- Maintain existing infrastructure to meet regulatory requirements and minimize life-cycle costs
- Maintain and improve infrastructure that enhances the economic vitality of the community
- Evaluate all city infrastructure regarding planning management and financial resources

## **PREVIOUS COUNCIL ACTION**

The new vehicles were approved in the Council adopted 2019-2021 Biennial Budget.

## **BACKGROUND AND ADDITIONAL INFORMATION**

All vehicles were selected from competitively solicited cooperative purchasing agreements through the Oregon Department of Administrative Services Oregon Cooperative Procurement Program or the Sourcewell Contract # 122017-FSC (formerly National Joint Powers Alliance or NJPA). The City is a member of ORCPP and pays annual dues of \$4,000 to utilize the Oregon state contracts through the Oregon Procurement Information Network and to further utilize eligible Washington state contracts. This process allows the City to gain the efficiencies and buying power from a competitive solicitation process but not have to actually perform individual invitations to bid for each item. This is especially helpful for vehicle and equipment purchases and meets the City's public procurement process.

## **FISCAL IMPACTS**

All equipment is on the approved replacement list for this biennium. The flusher truck is significantly higher than originally budgeted due to selecting an option to add a hydraulically driven pressure washer system that would eliminate two gas powered engines to help meet CEAP goals and going with a stainless tank so the tank would last longer without rusting out; both of which more than compensate for the higher price. Overall, the purchase price for these 6 items is less than budgeted. The Sourcewell contract has extremely competitive prices for the large pieces of operating equipment.

| Cooperative Contract                             | Dept   | Description                                  | New Vehicle # | Replacing Vehicle # | Amount Budgeted     | Purchase Price      |
|--|--------|--|---------------|---------------------|---------------------|---------------------|
| State of Oregon #5559                            | Street | 2020 Peterbilt 337 Flusher Truck             | 1180          | 466                 | \$121,000.00        | \$154,385.00        |
| State of Oregon #5559                            | Water  | 2020 Peterbilt 567 4-Axle 10-Yard Dump Truck | 1181          | 469                 | \$165,000.00        | \$166,743.00        |
| State of Oregon #5559                            | WWTP   | 2020 Peterbilt 567 5-Axle 20-Yard Dump Truck | 1182          | 471                 | \$175,000.00        | \$174,856.00        |
| <b>Total Amounts</b>                             |        |  |               |                     | <b>\$461,000.00</b> | <b>\$495,984.00</b> |
| Cooperative Contract                             | Dept   | Description                                  | New Vehicle # | Replacing Vehicle # | Amount Budgeted     | Purchase Price      |
| Sourcewell Contract # 122017-FSC (formerly NJPA) | Street | 2020 John Deere 44K Loader                   | 1177          | 335                 | \$212,000.00        | \$169,172.88        |
| Sourcewell Contract # 122017-FSC (formerly NJPA) | Water  | 2020 John Deere 410L Backhoe                 | 1178          | 491                 | \$170,000.00        | \$135,239.28        |
| Sourcewell Contract # 122017-FSC (formerly NJPA) | Water  | 2020 John Deere 410L Backhoe                 | 1179          | 492                 | \$180,000.00        | \$131,785.59        |
| <b>Total Amounts</b>                             |        |  |               |                     | <b>\$562,000.00</b> | <b>\$436,197.75</b> |

**STAFF RECOMMENDATION**

Staff recommends City Council, acting as the Local Contract Review Board, authorize the purchase of these new vehicles from cooperative contracts as outlined in the table above.

**ACTIONS, OPTIONS & POTENTIAL MOTIONS**

1. I move to approve the new vehicles be purchased as outlined in the table above from cooperative contracts.
2. I move that staff process a competitive solicitation in accordance with the procurement requirements set forth in [AMC 2.50](#) Rules of Procedure for Public Contracting for each of the vehicles outlined in the table above.

**ATTACHMENTS**

1. DSU Peterbuilt - Requisition and Quote (State of Oregon Bid)
2. Pape Machinery - Requisition and Quote (Sourcewell)

Note: full quote and full listing of state bids available on request

**FORM #3**

**CITY OF  
ASHLAND**

A request for a Purchase Order

**REQUISITION**

Date of request:

10/4/2019

Required date for delivery:

Vendor Name DSU Peterbilt & GMC, Inc.  
 Address, City, State, Zip 3727 Fern Valley Road, Phoenix, OR 97535  
 Contact Name & Telephone Number Mark Graham 541-535-1446 mgraham@dsutrucks.com  
 Email address \_\_\_\_\_

**SOURCING METHOD**

|   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>Exempt from Competitive Bidding</b><br>Reason for exemption: _____<br><input type="checkbox"/> AMC 2.50 _____<br><input type="checkbox"/> Written quote or proposal attached  | <input type="checkbox"/> <b>Invitation to Bid</b><br>Date approved by Council: _____<br>(Attach copy of council communication)   | <input type="checkbox"/> <b>Emergency</b><br><input type="checkbox"/> Form #13, Written findings and Authorization<br><input type="checkbox"/> Written quote or proposal attached<br>(If council approval required, attach copy of CC)  |
| <input type="checkbox"/> <b>Small Procurement</b><br><b>Not exceeding \$5,000</b><br><input type="checkbox"/> Direct Award<br><input type="checkbox"/> Verbal/Written quote(s) or proposal(s)   | <input type="checkbox"/> <b>Request for Proposal</b><br>Date approved by Council: _____<br>(Attach copy of council communication)<br><input type="checkbox"/> <b>Request for Qualifications (Public Works)</b><br>Date approved by Council: _____<br>(Attach copy of council communication)  | <input checked="" type="checkbox"/> <b>Cooperative Procurement</b><br><input checked="" type="checkbox"/> State of Oregon<br>Contract # <u>5559</u><br><input type="checkbox"/> State of Washington<br>Contract # _____<br><input type="checkbox"/> Other government agency contract<br>Agency _____<br>Contract # _____  |
| <b>Intermediate Procurement</b><br><b>GOODS &amp; SERVICES</b><br><b>Greater than \$5,000 and less than \$100,000</b><br><input type="checkbox"/> (3) Written quotes and solicitation attached<br><b>PERSONAL SERVICES</b><br><b>Greater than \$5,000 and less than \$75,000</b><br><input type="checkbox"/> Direct appointment not to exceed \$35,000<br><input type="checkbox"/> (3) Written proposals/written solicitation<br><input type="checkbox"/> Form #4, Personal Services >\$5K & <\$75K | <input type="checkbox"/> <b>Sole Source</b><br><input type="checkbox"/> Applicable Form (#5, 6, 7 or 8)<br><input type="checkbox"/> Written quote or proposal attached<br><input type="checkbox"/> Form #4, Personal Services >\$5K & <\$75K<br><input type="checkbox"/> <b>Special Procurement</b><br><input type="checkbox"/> Form #9, Request for Approval<br><input type="checkbox"/> Written quote or proposal attached<br>Date approved by Council: _____<br>Valid until: _____ (Date) | <input type="checkbox"/> <b>Intergovernmental Agreement</b><br>Agency _____<br><input type="checkbox"/> Annual cost to City does not exceed \$25,000.<br>Agreement approved by Legal and approved/signed by City Administrator. AMC 2.50.070(4)<br><input type="checkbox"/> Annual cost to City exceeds \$25,000, Council approval required. (Attach copy of council communication) |

**Description of SERVICES**

**Total Cost**

|  |    |
|--|----|
|  | \$ |
|--|----|

| Item # | Quantity | Unit | Description of MATERIALS  | Unit Price    | Total Cost    |
|--------|----------|------|---|---------------|---------------|
|        | 1        |      | 2020 Peterbilt 337 Flusher Truck for Street Department - #1180 replacing #466 - budgeted \$121,000            | \$ 154,385.00 | \$ 154,385.00 |
|        | 1        |      | 2020 Peterbilt 567 4-Axle 10-Yard Dump Truck for Water Department - #1181 replacing #469 - budgeted \$165,000 | \$ 166,743.00 | \$ 166,743.00 |
|        | 1        |      | 2020 Peterbilt 567 5-Axle 20-Yard Dump Truck for WWTP Department - #1182 replacing #471 - budgeted \$175,000  | \$ 174,856.00 | \$ 174,856.00 |

Per attached quote/proposal

**TOTAL COST**

**\$ 495,984.00**

Project Number \_\_\_\_\_ Account Number **081000-703000**

\*Expenditure must be charged to the appropriate account numbers for the financials to accurately reflect the actual expenditures.

IT Director in collaboration with department to approve all hardware and software purchases: \_\_\_\_\_  
 IT Director Date Support -Yes / No

By signing this requisition form, I certify that the City's public contracting requirements have been satisfied.

Employee: [Signature] Department Head: \_\_\_\_\_  
 (Equal to or greater than \$5,000)

Department Manager/Supervisor: \_\_\_\_\_ City Administrator: \_\_\_\_\_  
 (Equal to or greater than \$25,000)

Funds appropriated for current fiscal year: YES / NO \_\_\_\_\_  
 Deputy Finance Director- (Equal to or greater than \$5,000) Date

Comments: \_\_\_\_\_

# D I E S E L   S E R V I C E   U N I T



Wes Hoadley  
 City of Ashland  
 90 N Mountain  
 Ashland, OR

Wes,

Thank you for the opportunity to quote this equipment purchase. Please find enclosed pricing and specifications on (3) customized 2020 Peterbilts with custom body up-fits.

Oregon state contact 5559

|  |            |
|--|------------|
| 337 Cab and Chassis base / with options per Oregon state contract pricing        | 90,530.00  |
| Randco flusher tank body with hydraulic pressure washer system                   | 63,855.00  |
| Total sales price with body and upfit  | 154,385.00 |
| <br>   |            |
| 557 4 Axle Cab and Chassis base/ with options per Oregon state contract pricing  | 126,843.00 |
| Hassel 10-yard dump body transfer ready per enclosed quote                       | 39,900.00  |
| Total sales price with body and upfit  | 166,743.00 |
| <br>   |            |
| 567 5 Axle Cab and Chassis base / with options per Oregon state contract pricing | 134,836.00 |
| Hassel 20-yard dump body with liner and vibratory per enclosed quote             | 40,020.00  |
| Total sales price with body with upfit   | 174,856.00 |

Sincerely,

Mark Graham

Mailing & Remit Address:  
 PO Box 3486  
 Portland, OR 97208

Kelso  
 2408 Talley Way  
 Kelso, WA 98626  
 (360) 425-5856  
 1-800-810-1205

Portland - Basin  
 4810 N. Basin Ave  
 Portland, OR 97217  
 (503) 285-7771  
 1-800-556-4998

Portland - Lagoon  
 5555 N. Lagoon Ave  
 Portland, OR 97217  
 (503) 285-7771  
 1-800-556-4998

Clackamas  
 16791 SE 120th Ave  
 Clackamas, OR 97015  
 (503) 535-2914  
 1-800-556-4998

Springfield  
 1626 30th St  
 Springfield, OR 97478  
 (541) 632-7789  
 1-844-770-0034

Phoenix  
 3727 Fern Valley Rd  
 Phoenix, OR 97535  
 (541) 535-1446  
 1-800-232-7383

A request for a Purchase Order

**REQUISITION**

Date of request: 10/4/2019  
 Required date for delivery: \_\_\_\_\_

Vendor Name Pape Machinery, Inc.  
 Address, City, State, Zip 4300 Hadley Drive, Suite 102, Central Point, OR 97502  
 Contact Name & Telephone Number Ryan Davis 541-772-4706 rdavis@papemachinery.com  
 Email address \_\_\_\_\_

**SOURCING METHOD**

|   |  |   |
|---|--|---|
| <input type="checkbox"/> <b>Exempt from Competitive Bidding</b><br><input type="checkbox"/> Reason for exemption: _____<br><input type="checkbox"/> AMC 2.50 _____<br><input type="checkbox"/> Written quote or proposal attached   | <input type="checkbox"/> <b>Invitation to Bid</b><br>Date approved by Council: _____<br>(Attach copy of council communication)   | <input type="checkbox"/> <b>Emergency</b><br><input type="checkbox"/> Form #13, Written findings and Authorization<br><input type="checkbox"/> Written quote or proposal attached<br>(If council approval required, attach copy of CC)  |
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| <b>Intermediate Procurement</b><br><b>GOODS &amp; SERVICES</b><br><b>Greater than \$5,000 and less than \$100,000</b><br><input type="checkbox"/> (3) Written quotes and solicitation attached<br><b>PERSONAL SERVICES</b><br><b>Greater than \$5,000 and less than \$75,000</b><br><input type="checkbox"/> Direct appointment not to exceed \$35,000<br><input type="checkbox"/> (3) Written proposals/written solicitation<br><input type="checkbox"/> Form #4, Personal Services >\$5K & <\$75K | <input type="checkbox"/> <b>Sole Source</b><br><input type="checkbox"/> Applicable Form (#5, 6, 7 or 8)<br><input type="checkbox"/> Written quote or proposal attached<br><input type="checkbox"/> Form #4, Personal Services >\$5K & <\$75K | <input type="checkbox"/> <b>Intergovernmental Agreement</b><br>Agency _____<br><input type="checkbox"/> Annual cost to City does not exceed \$25,000.<br>Agreement approved by Legal and approved/signed by City Administrator. AMC 2.50.070(4)<br><input type="checkbox"/> Annual cost to City exceeds \$25,000, Council approval required. (Attach copy of council communication) |
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**Description of SERVICES**

|  |                   |
|--|-------------------|
|  | <b>Total Cost</b> |
|  | \$ _____          |

| Item # | Quantity | Unit | Description of MATERIALS  | Unit Price    | Total Cost    |
|--------|----------|------|---|---------------|---------------|
|        | 1        |      | 2020 John Deere 44K Loader for Street Department - #1177 replacing #335 – budgeted \$212,000  | \$ 169,172.88 | \$ 169,172.88 |
|        | 1        |      | 2020 John Deere 410L Backhoe for Water Department - #1178 replacing #491 – budgeted \$170,000 | \$ 135,239.28 | \$ 135,239.28 |
|        | 1        |      | 2020 John Deere 410L Backhoe for Water Department - #1179 replacing #492 – budgeted \$180,000 | 131,785.59    | \$ 131,785.59 |

Per attached quote/proposal

|                      |
|----------------------|
| <b>TOTAL COST</b>    |
| <b>\$ 436,197.75</b> |

Project Number \_\_\_\_\_ Account Number **081000-703000**

\*Expenditure must be charged to the appropriate account numbers for the financials to accurately reflect the actual expenditures.

IT Director in collaboration with department to approve all hardware and software purchases: \_\_\_\_\_

By signing this requisition form, I certify that the City's public contracting requirements have been satisfied.

Employee: [Signature] Department Head: \_\_\_\_\_  
 (Equal to or greater than \$5,000)

Department Manager/Supervisor: \_\_\_\_\_ City Administrator: \_\_\_\_\_  
 (Equal to or greater than \$25,000)

Funds appropriated for current fiscal year: YES / NO \_\_\_\_\_  
 Deputy Finance Director- (Equal to or greater than \$5,000) \_\_\_\_\_ Date \_\_\_\_\_

Comments: \_\_\_\_\_



**Quote Summary**

**Prepared For:**  
CITY OF ASHLAND  
90 N Mountain Ave  
Ashland, OR 97520  
Business: 541-488-5348  
kari.olson@ashland.or.us

**Prepared By:**  
RYAN DAVIS  
Pape Machinery, Inc.  
4300 Hadley Drive - Ste 102  
Central Point, OR 97502  
Phone: 541-772-4706  
rdavis@papemachinery.com

**Quote Id:** 20304403

**Expiration Date:** 23 September 2019

| <b>Equipment Summary</b>                | <b>Selling Price</b> | <b>Qty</b> | <b>Extended</b>      |
|---|----------------------|------------|----------------------|
| JOHN DEERE 444K LOADER                  | \$ 227,885.00 X      | 1 =        | \$ 227,885.00        |
| Sourcewell Discount 41%                 | \$ -93,432.85 X      | 1 =        | \$ (93,432.85)       |
| PDI                                     | \$ 1,241.00 X        | 1 =        | \$ 1,241.00          |
| Factory Freight                         | \$ 4,500.00 X        | 1 =        | \$ 4,500.00          |
| AT311386 Hydraulic Coupler and Install  | \$ 8,760.00 X        | 1 =        | \$ 8,760.00          |
| 3.4 YD MHL D Bkt w/BOCE-JRBQC, PSM (NI) | \$ 11,835.00 X       | 1 =        | \$ 11,835.00         |
| Sourcewell Fee 1%                       | \$ 2,278.85 X        | 1 =        | \$ 2,278.85          |
| JRB 60" Quick Change Pallet forks       | \$ 6,105.88 X        | 1 =        | \$ 6,105.88          |
| Sourcewell Contract Number 032515-JDC   | \$ 0.00 X            | 1 =        | \$ 0.00              |
| <b>Equipment Total</b>                  |                      |            | <b>\$ 169,172.88</b> |

**Quote Summary**

|                       |               |
|-----------------------|---------------|
| Equipment Total       | \$ 169,172.88 |
| Doc Fee               | \$ 0.00       |
| Rental Services Fee   | \$ 0.00       |
| Federal Excise Tax    | \$ 0.00       |
| Licensing Fee         | \$ 0.00       |
| CA Tire Recycling Fee | \$ 0.00       |
| SubTotal              | \$ 169,172.88 |
| Total                 | \$ 169,172.88 |

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_