



**PARKS, RECREATION & CULTURAL SERVICES
MEMORANDUM #08-2015**

DATE: April 27, 2015
TO: Honorable Mayor Joyce Downing and City Council Members
FROM: John Pick, City Manager 
Amanda J. Peterson, Director of Parks, Recreation & Cultural Services 
SUBJECT: CR-60 - 15-Passenger Van Purchase, Additional Funds

RECOMMENDATION

Attached to this memorandum is a Resolution that, if approved, would provide authority for the City Manager to issue a Purchase Order to O'Meara Ford for an additional \$2,754, for a total amount of \$33,635 for the purchase of a 15-Passenger Ford Transit Van. Staff recommends approval of this Resolution.

BACKGROUND

As was discussed at the April 13, 2015 City Council meeting, the 15-passenger van that was ordered in June 2014 from Barbee's Freeway Ford was not available, and alternatives were sought. O'Meara Ford bid on the van, as per the attached specifications, and provided a bid price of \$29,881. Since this required a change in vendor and a slight increase in price, the Council was polled to provide approval for the purchase. This was done outside of the regular City Council meeting schedule to comply with the manufacturing deadline that O'Meara provided the city.

Subsequent to the bid and Council approval by poll, but prior to the affirmation of that action scheduled for the regular meeting on April 13, 2015, O'Meara learned that the manufacturing plant was no longer manufacturing any additional 2015 Ford Transit Vans this year. At that time, the representative at O'Meara began to look for existing vans that met the specifications. The representative from O'Meara was able to tentatively identify several vans that he believed may have closely met the specifications. One was in Philadelphia, another in Alabama. As the O'Meara representative worked with these out of state dealers, it was determined that the specifications and pricing were out of line with what the city had requested.

Staff continued to work with the representative from O'Meara to identify a closely matched vehicle. A van that most closely matches the City's specifications, and therefore the bid pricing, has been identified in Nevada. This vehicle has several accessories/features that are in excess of the original specifications. As such, the vehicle is more expensive. The MSRP for this vehicle is \$41,170.00. O'Meara initially proposed providing the city the vehicle for \$34,135.00, but has since negotiated the price down to \$33,635.00.

As per the representative from O'Meara, additional accessories and features include cloth seats (an increase in cost over the vinyl in the specification), shipping/transfer costs, backup camera (an increase in cost over the backup alarm in the specification) and "eco boost" technology.

The dealership in Elko, Nevada was unwilling to hold the vehicle through the next regular City Council meeting, when Council approval could be sought for the additional funds. Knowing that the City has had challenges securing this van, O'Meara agreed to purchase the van from the

Elko, Nevada dealership on Thursday, April 23, 2015, to ensure that it would be available to the City if the additional expenditure is approved on Monday, April 27.

BUDGET/TIME IMPLICATIONS

On April 13, 2015, approval was granted to issue a purchase order to O'Meara Ford in the amount of \$30,881. This included the initial O'Meara Ford bid pricing of \$29,881.00 plus \$1,000.00 in contingency. With a new purchase price of \$33,635.00, an additional \$2,754.00 is needed.

As indicated previously, the 2014 Recreation Division Capital Outlay budget appropriation included funding for this vehicle. Since the original order was not fulfilled in 2014, no payment was made to the original vendor. The Capital Outlay line item is in the operating budget, and cannot be carried over from one year to the next. As such, a supplemental appropriation will be brought forward later in the year to re-allocate \$33,635 in the 2015 budget for the van purchase.

STAFF REFERENCE

Please contact Amanda J. Peterson, Director of Parks, Recreation & Cultural Services at apeterson@northglenn.org or by phone at 303.450.8950 for any further questions.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-60
Series of 2015

Series of 2015

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE PURCHASE ORDER TO O'MEARA FORD TO REFLECT AN AMOUNT NOT TO EXCEED \$33,635.00 FOR THE PURCHASE OF ONE FORD TRANSIT 15-PASSENGER VAN

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council approves of the issuance of an amended Purchase Order to O'Meara Ford in the amount of \$33,635.00 for the purchase of one Ford Transit 15-Passenger Van.

DATED at Northglenn, Colorado, this ____ day of _____, 2015.

JOYCE DOWNING
Mayor

ATTEST:

JOHANNA SMALL, CMC
City Clerk

APPROVED AS TO FORM:

COREY Y. HOFFMANN
City Attorney