



**PARKS, RECREATION & CULTURAL SERVICES
MEMORANDUM #07-2015**

DATE: April 13, 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-46 - 15-Passenger Van Purchase, New Vendor

RECOMMENDATION

Attached to this memorandum is a Resolution that, if approved, would affirm approval for the City Manager to issue a Purchase Order to O'Meara Ford in the amount of \$29,881, as per the e-mail poll conducted on March 18, 2015. Staff recommends approval of this Resolution.

BACKGROUND

The 15-passenger van that was ordered in June 2014 from Barbee's Freeway Ford had not been delivered as of March 18, 2015. After meeting with a representative from Barbee's Freeway Ford, it became apparent that the order held a low priority and an anticipated delivery date could not be provided. Due to these circumstances, staff began to seek alternatives.

There was a second vendor who submitted a bid in 2014 - Auto Nation Ford Littleton. This vendor stated they would indeed hold their bid in the amount of \$32,624. Staff also contacted a local vendor, O'Meara Ford, and requested pricing. O'Meara was very responsive, and provided a written quote of \$29,881 (just slightly higher than the original bid of \$29,030.85 from Barbee's Freeway Ford and lower than the bid from Auto Nation), with an approximate delivery date of 8 weeks.

The order needed to be placed on March 19, 2015 to meet the deadlines that O'Meara Ford has with the manufacturing plant. As per the City Attorney's recommendation, the Council was polled to seek approval to cancel the order with Barbee's Freeway Ford and place an order with O'Meara Ford for the 15-passenger van. Through this poll, approval was granted to move forward with the issuance of a purchase order to O'Meara Ford, and to cancel the order with Barbee's Freeway Ford. These actions were taken immediately.

BUDGET/TIME IMPLICATIONS

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 \$29,881 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-46
Series of 2015

Series of 2015

A RESOLUTION RATIFYING THE AUTHORIZATION OF THE CITY MANAGER TO CANCEL THE PURCHASE ORDER WITH BARBEE'S FREEWAY FORD AND TO ISSUE A NEW PURCHASE ORDER TO O'MEARA FORD IN AN AMOUNT NOT TO EXCEED \$29,881 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 hereby ratifies the approval of the issuance of a Purchase Order to O'Meara Ford in the amount of \$29,881 for the purchase of one Ford Transit 15-Passenger Van.

Section 2. The City Council further ratifies the cancellation of the issuance of a Purchase Order to Barbee's Freeway Ford in the amount of \$29,030.85 based on Barbee's Freeway Ford's non-performance.

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