



EXECUTIVE SUMMARY

DATE: 31 October, 2016

TO: Jim Scholl, City Manager

FROM: Alan Averette, Division Chief of Fire Prevention-Fire Marshal

SUBJECT: Purchase of Ford Transit Utility Cargo Van

ACTION:

Pursuant to City Ordinance Sec 2-797(3) - *Purchases and acquisitions under contracts of federal government and the state or its political subdivisions*, the Fire Department respectfully request the City Commission approve the purchase of a Ford Transit Utility Van from Duval Ford LLFC in an amount of \$25,931.00 in accordance with the Florida Sheriff's Association Bid No. 16-VEL24.0 for Police Rated, Administrative, Utility Vehicles, and Trucks & Vans.

PROJECT:

We propose the purchase of a Ford Transit Utility Cargo Van under FSA Bid No. 16-VEL24.0 for Police Rated, Administrative, Utility Vehicles, and Trucks & Vans. The bid was awarded on behalf of the Florida Sheriff's Association for participating Agencies in the State of Florida and is commonly referred to as the FSA Bid. The van cost is \$25,931.00. This price includes building the vehicle to our specifications and the necessary equipment to be installed. The FSA bid was awarded to Duval Ford LLC of Jacksonville, Florida.

Under the provisions of the Procurement Ordinance, the Department proposes to purchase under the bid for the following reasons:

- The bid to Duval Ford LLC provides a price level the City of Key West does not believe it could achieve by purchasing only one van independently through a formal Invitation to Bid.
- It eliminates the necessity for duplicating the bid process.
- There are two lighting options totaling \$724 which are not included under the FSA 16-VEL24.0 contract. We find these options to be competitively priced and the cost of factory installation to be fair and reasonable.

OPTIONS:

- Purchase the Ford Transit Utility Cargo Van under the FSA bid contract
- Competitively bid the purchase
- Do not purchase the truck at all

ADVANTAGES:

Purchasing a Ford Transit Utility Cargo Van under the FSA bid will accomplish the following:

- Provides the van in a timely and cost effective manner.
- Incorporates important fire prevention and public safety features.
- It will replace 2005 F-150, a unit that is more than 5 years old, and is experiencing escalating repair and maintenance costs.
- The van will carry prevention and investigation equipment to assist in fire investigations as a Fire Prevention Vehicle.

DISADVANTAGES:

- No apparent disadvantages present themselves

FINANCIAL IMPACT:

Rising costs for production are expected to continue. A delay will increase the future cost for a replacement for the Fire Prevention Vehicle. Repair and maintenance costs can be expected to increase for the existing F-150, as a Fire Prevention response unit.

The Fire Department proposed, and was allocated \$30,000.00 in the FY 16-17 annual budget to purchase a new Fire Prevention vehicle in accordance with our strategic plan, specifically in the Infrastructure Fund (101-2201-522-6400).

RECOMMENDATION:

The Key West Fire Department strongly recommends the purchase under FSA Bid No. 16-VEL24.0 from Duval Ford LLC, Jacksonville FL. for \$25,931.00.