

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: June 16, 2020

DEPARTMENT: Public Works

TITLE:

Purchase Order with Alan Jay Fleet for the purchase of two new Toyota RAV4 Hybrid vehicles for the Building Division

SUMMARY:

The Purchase Order to Alan Jay Fleet authorizes the procurement of two new Toyota RAV4 Hybrid vehicles for the Building Division at a cost not to exceed \$66,706.00.

BACKGROUND AND JUSTIFICATION:

The Building Division within the Department of Community Sustainability has budgeted for the purchase of two new vehicles for the staff inspectors. Based on the needs of the Division for both daily duty and emergency response duty, a vehicle that could traverse alleyways and unimproved rights of ways is required. The Division has selected a 2020 Toyota RAV4 Hybrid All-Wheel-Drive model for their operations. The Purchase Order will be issued to Alan Jay Fleet, authorized vendor through the Sourcewell Contract #2020-120716 NAF at a cost not to exceed \$66,706.00 for the two vehicles.

The Purchase Order is being issued in advance of commission approval through the Emergency Procurement authority of the City Manager. The manufacturer of the vehicles has notified the vendor (Alan Jay) that these fleet vehicles are in very limited supply and must be ordered immediately to secure the purchase and delivery. To ensure the purchase meets the City's time sensitive needs, the Purchase Order was issued on June 2nd, 2020.

MOTION:

Move to approve/disapprove the Purchase Order with Alan Jay Fleet for the procurement of two Toyota RAV4 Hybrids at a cost not to exceed \$66,706.00.

ATTACHMENT(S):

Fiscal Impact Analysis
Purchase Quote

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	66,706.00	0	0	0	0
Operating Expenditures		0	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
 Net Fiscal Impact	 66,706.00	 0	 0	 0	 0
 No. of Addn'l Full-Time Employee Positions	 0	 0	 0	 0	 0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Account Number	Account Description	Project Number	FY20 Budget	Current Balance	Agenda Expenditure	Balance
103-2020-515-64-30	Vehicles	N/A	66,706.00	66,706.00	66,706.00	0.00

C. Department Fiscal Review:_____