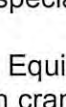


CITY OF COOS BAY CITY COUNCIL
Agenda Staff Report

MEETING DATE	AGENDA ITEM NUMBER
February 5, 2013	

TO: Mayor Shoji and City Council

FROM: Randy Dixon, Operations Administrator
Jim Hossley, Public Works and Development Director

Through: Rodger Craddock, City Manager 

ISSUE: Special Procurement to Purchase Used Utility Vehicle

BACKGROUND:

The City's fleet vehicles include vehicles used by CH2MHill. Vehicle #813 is a 1 ton 4X4 utility truck used to perform maintenance on City wastewater facilities and infrastructure projects. It is equipped with a crane to lift heavy objects in the field, such as pumps and motors. Vehicle #813 has become unsafe to operate and inefficient to repair because of age and undersized for workload. To replace this vehicle new will cost the City; \$100,000. Staff has found suitable used vehicles that meet specifications needed. However these used vehicles are with Heavy Equipment dealers and not through the typical City Purchasing system. Section 2 of the City's contracting rules states in pertinent part: "...if any issue or claim is not resolved or addressed in these Rules of Local Contract Review, then the rules of decision shall be in the Oregon Attorney General's Model Contract Rules Manual, 2004 edition."

In the Model Rules there is discussion of "Special Procurements," the process for which is codified by statute at ORS 279B.085 and at OAR 137-047-0285. The special procurement process is designed to provide additional flexibility to a public agency in purchasing goods or services, where the standard methods do not work well. In the Model Code, the commentary to the special procurement process states in part that "In a Special Procurement, the contracting agency may custom-design any contracting approach it determines will best meet its procurement needs, and submit a written request for approval that describes the selected approach. The process for a contract specific special procurement is as follows:

- City staff will contact four (4) Heavy Equipment Dealerships who specialize in utility service trucks, 2 – 5 ton, equipped with crane, 5 years or newer, less than 50,000 miles, not to exceed \$70,000.
- By contacting four (4) Heavy Equipment Dealerships who specialize in utility service trucks, 2 – 5 ton category they all have equal chance to offer the service vehicle to the City at the maximum limit \$70,000.
- This specific special procurement process will allow the City to save \$30,000 - \$40,000 by purchasing a used utility services truck.
- The City will place a public notice in the World News Paper in general circulation in the area informing the public of the special procurement for the purchase of utility service truck.
- Once notice has been given, staff will look in the advertisements for the vehicle which meets the City's needs and is within the maximum price allowed (\$70,000) by the City Council acting as the Contracting Board.

ADVANTAGES:

By purchasing a used service truck from a Heavy Equipment Dealer it would save the City \$30,000 to \$40,000 depending on vehicle and equipment.

DISADVANTAGES:

None noted.

BUDGET:

The truck is budgeted for in Fund 29, Wastewater Improvement Fund. The cost is not to exceed \$70,000.

RECOMMENDATION:

If it please council, staff request authorization of specific special procurement process to purchase used service truck not to exceed \$70,000.