



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens
570 West Avenue 26 Suite 100
Los Angeles, California 90065
Phone (323) 221-9944 Fax (323) 221-9933

MEMORANDUM

TO: The Governing Board

FROM: 
Joseph T. Edmiston, FAICP, Executive Officer

DATE: March 16, 2006

SUBJECT: **Agenda Item IV: Consideration of resolution authorizing the Award of Bid to Santa Monica Ford for the agency vehicle purchase.**

Staff Recommendation: That the Governing Board adopt the attached resolution authorizing the award of bid to Santa Monica Ford for agency vehicle purchase.

Background: Agency vehicle maintenance costs have been escalating. In an effort to reduce those costs and to enable staff to respond to emergencies in a timely and safe manner, the Mountains Recreation and Conservation Authority has undertaken the task of replacing some of the highest mileage vehicles in the fleet driven by MRCA Ranger staff. Additionally, vehicles are required to fill roles that had not previously been effectively addressed.

Chief Ranger Walt Young designated the specifications for the vehicles to be acquired for his staff. The other vehicles were specified by the vehicle coordinator. Then the Three-bid Procedure was used requiring the solicitation by advertisement, verbal solicitation or other appropriate means from a minimum of three potential bidders or professionals responding to a request for qualifications or a request for proposals, according to the "Mountains Recreation and Conservation Authority Procedures Governing the Purchase of Goods and Services, Leasing of Equipment, Letting of Contracts for Professional Services, Construction and Improvement Contracts and Maintenance Contracts."

The reason for the special meeting is to capture the last opportunity to purchase 2006 model year vehicles before the switch to 2007 model year thus saving the incremental increase in purchase price. The other reason for the push for vehicles has been the frequent break downs of staff vehicles while on patrol or otherwise during late hours when repair response was slower to arrive.

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The vehicle cost allocation is under review and if it is not changed to provide for charging actual cost, unrestricted revenues will need to pick up some or all of the additional approx. \$120,000 per year.