

**City of Garden Grove**

**INTER-DEPARTMENT MEMORANDUM**

To:	Matthew J. Fertal	From:	Keith G. Jones
Dept:	City Manager	Dept:	Public Works
Subject:	PURCHASE OF ONE (1) CHEVROLET STAFF VEHICLE	Date:	December 8, 2009

OBJECTIVE

To secure City Council authorization to purchase one (1) Chevrolet staff vehicle.

BACKGROUND

Public Works is responsible for providing City staff with safe and reliable vehicles. Recently, a City staff vehicle was involved in a traffic collision with costs to repair the damage exceeding the vehicle's value. Consequently, the vehicle was totaled and under policy guidelines requires replacement.

ANALYSIS

Specifications were prepared and sent to local bidders. Pursuant to Garden Grove Municipal Code Section 2.50.060 and based on the City's Public Works Department recommendations, the Finance Director has determined that the bids were responsive and were received as follows:

Nicholas Chevrolet	Garden Grove, CA	\$21,742.44
George Chevrolet	Bellflower, CA	\$21,966.06
Lake Chevrolet	Lake Elsinore, CA	\$22,318.95

FINANCIAL IMPACT

The financial impact is \$21,742.44 to the Vehicle Maintenance Replacement Fund. The amount for this purchase is provided by funding assessed over the last ten years from the General Fund and deposited into the Vehicle Maintenance Replacement Fund. This fund was developed to ensure funding for equipment when the equipment has fully depreciated and or no longer cost effective to maintain. The vehicle being replaced has been sold at public auction.

COMMUNITY VISION IMPLEMENTATION

Dependable safe vehicles are essential to ensure the Public Works Department remains efficient, high-quality service providers, as outlined in the City of Garden Grove's strategic plan.

RECOMMENDATION

It is recommended that City Council:

- Authorize the Finance Director to issue a purchase order in the amount of \$21,742.44 to Nicholas Chevrolet for the purchase of one (1) new Chevrolet staff vehicle.

 For K.J.  
KEITH G. JONES  
Public Works Director

  
By: Phillip Carter  
Equipment Maintenance Supervisor

**Recommended for Approval**

  
Matthew Feral  
City Manager