

Staff Report

for the Administrative Practices Committee Meeting of June 2, 2020

TO: Administrative Practices Committee

FROM: Jacqueline Longshore, Maintenance Manager *JL*

DATE: May 27, 2020

SUBJECT: Purchase of a Backhoe

MAINTENANCE

RECOMMENDATION:

Approve the purchase of a John Deere 410L backhoe with buckets and a hydro hammer from Pape Machinery (Sacramento) in the amount of \$149,675.50, and authorize the General Manager to execute the appropriate documents.

BACKGROUND:

The Maintenance Department has budgeted for a new backhoe to replace the existing backhoe (asset 9980) assigned to the Construction Crew. The existing backhoe serves year-round on various construction and pipeline replacement projects. The existing backhoe is a 2008 John Deere 410J, is 12 years old, and has approximately 7,000 hours. The existing backhoe has met its useful life with the Construction Crew, but may be repurposed to a lighter duty assignment with the Recreation Department.

Request for Quotation (RFQ) #897 was developed and sent to suppliers for quotes. Quotations were received on May 8, 2020. The following table provides summaries of the quotes.

Supplier Name	Total Bid
Holt of California	\$155,768.03
Sonsray	\$146,952.40
Pape Machinery	\$149,675.50

After review of the quotations, Staff identified that Sonsray did not provide their manufacture's specifications sheet(s) as required in the RFP. A follow-up request by Staff to Sonsray to provide their manufacture's specifications sheet(s) received no response. Staff completed a review of the remaining quotations for accuracy and recommends awarding the contract to Pape Machinery (Sacramento) in the amount of \$149,675.50 for the purchase of a John Deer 410L backhoe with buckets and a hydro hammer.

The purchase of the new backhoe is in alignment with Goal Numbers 1 and 4 of the District's Strategic Plan through proactive management of physical resources and by using practices that enhance efficiency and reliability. Replacement of the backhoe will reduce maintenance costs and support District efforts to provide reliable quality water.

BUDGETARY IMPACT:

The 2020 Maintenance Budget includes \$160,000 in 10191-52904 for the purchase of a backhoe. The backhoe purchase is \$10,834 less than the budgeted amount.

JSL