



CITY OF RAPID CITY

Growth Management Department
300 Sixth Street
Rapid City, South Dakota 57701-2724

Marcia Elkins, Director
Growth Management Division
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MEMORANDUM

TO: Mayor Shaw and City Council

FROM: Marcia Elkins, Director
Growth Management Department

DATE: December 15, 2004

RE: Authorization to Purchase Vehicles from State of South Dakota Contract List
Contract 070-42ACD2

The Rapid City Growth Management Department requests authorization to purchase four (4) Chevrolet Colorado Compact 4x4 Crew Cab Pickup Trucks from the State of South Dakota Contract list. The specification sheet for the requested vehicle is attached for your review. These vehicles will replace existing vehicles in the Development Services Division and will be utilized for Building and Development Services field inspections.

The cost per vehicle is as follows:

\$17,686	Base Cost
\$300	Bucket Seats Option
\$395	Bed Liner Option
\$95	Full Size Spare Tire
<u>\$130</u>	Delivery Charge
\$18,511	Total Cost Per Unit

Funding for the purchase of these vehicles will be provided as follows:

\$37,212	Budget #204 Building Inspections Division
<u>\$37,212</u>	Budget #207 Construction Services Division
\$74,424	Total Purchase

At this time the Finance Office is processing adjustments to the Construction Services Division budget #207. Purchase of the vehicles requested from this budget is subject to that final adjustment.

STAFF RECOMMENDATION: Authorize the Growth Management Department to purchase four (4) Chevrolet Colorado Compact 4x4 Crew Cab Pickup Trucks from Beck Motors, Pierre, South Dakota from the State of South Dakota Contract #070-42ACD2 in an amount not to exceed \$74,424.00.



EQUAL HOUSING
OPPORTUNITY

EQUAL OPPORTUNITY EMPLOYER

ADVERTISING AUTHORITY

This form must be completed and approved by the City Finance Office prior to presenting items to the Common Council and/or Committees of the Common Council. This covers all items, which require formal bids, currently anything over \$15,000 (except emergency and repair costs).

I. PROJECT ID NO.: State Contract #070-042ACD2

II. PROJECT NAME: Vehicle Purchase

III. Project/Item(s) Description:

Two (2) Chevrolet Colorado Compact 4x4 Crew Cab Pickup Trucks

IV. BID LETTING DATE: Equipment Purchase from State Contract

V. (IF APPLICABLE) Grant No.:

Funding Source: Building Inspections Division #204

Estimated Completion Date:

Estimated Grant Receipt Date:

VI. ESTIMATED COST OF PROJECT/ITEM(S)

\$37,212

VII. BASIS OF PAYMENT

Assessed
Single Payment

	X
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Non-Assessed
Partial Payment

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VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund	#204			
Department	Growth Management			
Line Item	4360			

X. DEPARTMENT/DIVISION: Growth Management Department – Building Inspections Division and Development Services Division

Project Manager: Marcia Elkins

Date _____

Date _____

DEPARTMENT/DIVISION MANAGER Signature

Date _____

GROWTH MANAGEMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY		Approved		Carbon Copy
	Date	Initial	Yes	No
Appropriation Cash Flow				

Investment Desk
Public Works
Engineering
Project Manager

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I. PROJECT ID NO.: State Contract #070-042ACD2

II. PROJECT NAME: Vehicle Purchase

III. Project/Item(s) Description:

Two (2) Chevrolet Colorado Compact 4x4 Crew Cab Pickup Trucks

IV. BID LETTING DATE: Equipment Purchase from State Contract

V. (IF APPLICABLE) Grant No.:

Funding Source: Construction Services Division Budget #207

Estimated Completion Date:

Estimated Grant Receipt Date:

VI. ESTIMATED COST OF PROJECT/ITEM(S)

\$37,212

VII. BASIS OF PAYMENT

Assessed

Single Payment

X	

Non-Assessed

Partial Payment

VIII. DISBURSEMENT SCHEDULE

Date	Amount	Amount	Amount	Amount	Amount
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$

IX. APPROPRIATION DATA

Fund	#207			
Department	Growth Management			
Line Item	4360			

X. DEPARTMENT/DIVISION: Growth Management Department –Construction Services Division

Project Manager: Marcia Elkins

Date _____

Date _____

DEPARTMENT/DIVISION MANAGER Signature

Date _____

GROWTH MANAGEMENT DIRECTOR Signature

FINANCE OFFICE USE ONLY			Approved		Carbon Copy
	Date	Initial	Yes	No	
Appropriation Cash Flow	_____	_____	_____	_____	Investment Desk Public Works Engineering Project Manager
	_____	_____	_____	_____	

2005 STATE OF SOUTH DAKOTA VEHICLE SPECIFICATION

34. CLASS CD TRUCK COMPACT 4 X 4 CREW CAB 122 INCH WB MIN

COMMODITY CODE: 070-42ACD2

BECK MOTORS
CONTRACT 14366

Bidder Specify MFG. Chevrolet MODEL: Colorado

Battery: MFG. Standard
Paint: MFG. Standard Color
Upholstery: MFG. Standard
Air Bag: Driver Side or Passive Restraints

1035 Engine, 3.5 Liter 5 Cyl
2040 Transmission, Automatic
4025 Radio, AM/FM
A5100 Air Conditioning
B5310 Bumpers Std. Front & Rear
F5115 Floor Covering, Carpet w/Mats
H5110 Heater, Engine Manufacturers Standard
H5520 Hubs, Automatic Locking
L5235.2 Load Capacity, 1200 LB
M5246 Measurement, Wheel Base 122" Minimum
M5340 Mirrors, 5" X 7" Right & Left Outside
S5120 Seats, Cloth, Split Bench
T5595 Tire, Spare
W5310 Wipers, Multiple Speed
Factory Freight

Delivery Date 60-90 days Total Cost \$17686

3020 Locks, Power Door Locks/Windows \$N/C
B5320 Bumper, Rear Step \$N/C
C5310 Cruise Control, Tilt \$N/C
D5350 Door, 3rd Rear \$N/C
D5350 Door, 4th Rear \$N/C
S5200 Seats, Bucket, Cloth \$300
S5300 Spray on Bed Liner \$395
T5596 Tire, Full Size Spare \$95
Bed Rail Caps \$160

STATE OF SOUTH DAKOTA
PROCUREMENT MANAGEMENT
523 EAST CAPITOL AVENUE
PIERRE, SOUTH DAKOTA 57501-3182

CAR - VAN - UTILITY VEHICLE & PICKUP ANNUAL

NOTICE OF AWARDS

DATE: October 1, 2004
BUYER: Paul Schreiner (006)
PHONE: 605-773-4275

VENDORS:

BECK MOTORS

PO Box 729
Pierre, SD 57501-0729
Contact: Trace K. Beck
Phone: 605-224-5912
Fax: 605-224-5925
Vendor #460308248
CONTRACT #14366

LAMB CHEVROLET, INC.

100 S. Highway 83 PO Box 27
Onida, SD 57564-0027
Contact: Dan Lamb
Phone: 605-258-2661
Fax: 605-258-2322
Vendor #460364799
CONTRACT #14369

LAMB MOTORS, INC.

PO Box 48
Onida, SD 57564-0048
Contact: Gary Chase
Phone: 605-258-2627
Fax: 605-258-2279
Vendor #460457556
CONTRACT #14367

LITHIA DODGE OF SIOUX FALLS

2317 S. Minnesota Ave.
Sioux Falls, SD 57105-3713
Contact: Dave Niebuhr
Phone: 605-373-6914
Fax: 605-373-6905
Vendor #460457698
CONTRACT #14370

WEGNER AUTO CO. INC.

330 E. Sioux
Pierre, SD 57501-0339
Contact: Don Gordon/Rich Shangreaux
Phone: 605-224-9900 800-658-2277
Fax: 605-224-1659
Vendor #460282728
CHRYSLER CONTRACT #14371
GMC CONTRACT #14372

I. This notice establishes a contract resulting from Proposal #22000, to furnish the articles or commodities specified therein, as required by various State agencies for the term of one (1) year from October 1, 2004 through 2005 model year.

II. All prices quoted in the referenced proposal are firm for the term of this contract.

Price decreases are acceptable on invoice(s) presented for payment.

III. All deliveries are F.O.B. vendor destination and shall be made within specified days of the date of purchase order. An additional 30 days will be allowed for back-ordered items when proper notification is given in writing to the ordering agency that items are not available for immediate delivery.

IV. STATE AGENCIES: ITEM NUMBERS AND A BRIEF DESCRIPTION MUST BE USED WHEN ORDERING FROM THIS CONTRACT.

V. All delivery tickets, invoices and statements shall show the purchase order number, brand or trade name and State Item Number when applicable as shown in this contract. Invoices must be submitted in duplicate to the State Agency ordering the merchandise. DO NOT SUBMIT STATEMENT OR INVOICES TO THE OFFICE OF PROCUREMENT MANGEMENT AS IT ONLY DELAYS PAYMENT.

MOTOR VEHICLES

GENERAL SPECIFICATIONS:

SELLING DEALER – Prior to delivery, the selling dealer will notify the pre-delivery dealer and the ordering agency of the date the vehicle(s) will arrive at the shipping destination. The dealer will also furnish to the ordering agency the statement of origin and application for title. Invoices must be prepared in duplicate and furnished in accordance with the information shown on the purchase order. The dealer must furnish a paper plate license for each new car. Vehicle being bid must be new and the latest production model with all standard equipment and as specified below and all safety equipment required by Federal and State laws or advertised as standard equipment.

Dealer decals will not be allowed on vehicles purchased by the State of South Dakota.

The selling dealer will notify and make arrangements with the pre-delivery dealer for all equipment that is not of standard manufacture (spot-lights and trailer hitches) to be installed by the pre-delivery dealer.

All vehicles in above referenced classes will be delivered via transport truck to the dealership. The selling dealer or pre-delivery dealer will be responsible for delivery of units to the receiving agency. The selling dealer may pre-deliver the units without the use of a pre-delivery dealer.

The pre-delivery dealer or selling dealer will perform a pre-delivery inspection check list and an odometer certificate for each vehicle. Pre-delivery does not include front-end alignment except as provided on the check list.

The pre-delivery dealer or selling dealer will be required to fill the tanks (specified gallons) of each vehicle at the time of delivery at the specified delivery location. All fuel costs are to be added and allowed on separate invoicing under the terms of the contract. The pre-delivery dealer or selling dealer will notify the ordering agency and deliver the vehicle to the agency destination.

Arrangements for any pre-delivery charges will be made between the selling dealer and the pre-delivery dealer. Any such charges will be included in the bid price of the vehicle. No additional charges will be authorized.

Warranty documents must be completed by the pre-delivery dealer. The pre-delivery dealer must notify the State Agency, and location on manufacturer's warranty record, to assure that defect or "call back" notices will be mailed to the agency where vehicles are domiciled.

Manufacturer authorized warranty repair stations must be available within seventy-five (75) miles of every city listed in the delivery schedule of this proposal. Warranty repair stations must have the proper facilities, special tools, and properly trained personnel to perform the maintenance. The South Dakota Office of Procurement Management has determined that the following motor vehicle manufacturers currently meet this requirement: Daimler Chrysler; Plymouth; Dodge; Buick; Cadillac; Chevrolet; GMC; Oldsmobile; Pontiac; Ford; Lincoln; and Mercury. By signing this document, the bidder verifies that it meets this requirement.

The bidder may be required to provide a list of locations within South Dakota from which warranty work will be administered.

A purchase order(s) will be issued to the selling dealer for vehicles delivered to their location. Invoices in duplicate for pre-delivery service will be furnished in accordance with information shown on the purchase order.

1. All units on this formal solicitation are to be bid and delivered in accordance with specifications and procedures outlined for 2005 model year vehicles.
2. All units in classes are F.O.B. destination. All other specifications are hereby made a part of this formal solicitation.
3. Please list the MAKE, MODEL AND DELIVERY DATE offered for each item. Unless otherwise specified, all equipment and accessories are to be factory engineered and installed.
4. All wheel rims shall be standard to permit use of tubeless or tube type tires unless specified otherwise.
5. All interiors shall be in harmonizing colors with black not acceptable.
6. All air-conditioned units must have tinted glass in all windows.
7. All interior floor areas manufacturers standard or as specified. Trunk areas will be covered.
8. All Highway Patrol cars shall be bid F.O.B. destination Pierre, SD. The selling dealer may option to pre-deliver vehicles.
9. Dealer decals will not be allowed on State purchased vehicles. If the dealer does install a decal, the dealer shall assume the responsibility of removing the decal, filling the holes and repainting the damaged area.
10. No deliveries to Fleet and Travel, Pierre, SD, will be accepted after 3:00 PM Central Time. Color and Vin Number are to be provided on all vehicles delivered to Fleet and Travel, Pierre SD at least 7 – 10 days prior to actual delivery.
11. PAYMENT: The State of South Dakota will issue a warrant for payment of the vehicle(s) within 45 days from the date of delivery and acceptance of the vehicle by a State Agency. If the vehicle has a deficiency and does not meet specifications, payment will be held up until the deficiency is corrected.

AGENCY RESPONSIBILITIES

Three (3) State of South Dakota check lists will be provided to the ordering agency for each unit.

One completed copy will be retained by the pre-delivery dealer to attach to the invoice as proof of inspection.

One copy (pink copy) will remain with the vehicle in the glove box. This copy will be sent to John DeLoache, Fleet Management, Motor Pool.

One copy will be forwarded to ordering agency for their files.

RE-CHECK OF PRE-DELIVERY INSPECTION:

Agencies will be allowed to return the vehicle to the pre-delivery dealer for a re-check according to the pre-delivery check list.

Agency personnel will note all deficiencies that require correction on the check list. Deficiencies not checked WILL NOT be corrected.

Agencies must have the unit in service for 500 miles, or 10 days, before returning the unit for deficiency correction. No charges will be made by the pre-delivery dealer for any check list corrections, however, do not expect this service to continue beyond the number of days specified. Any correction of check list deficiencies after 20 days will be at agency expense.

DELIVERY	BECK	LAMB (CHEV)	LAMB (FORD)	LITHIA	S F FORD	WEGNER (CHRY)	WEGNER (GMC)
PIERRE	0	20	25	125	150	0	0
CUSTER	150	130	200	270	275	180	180
RAPID CITY	130	130	160	235	250	150	150
ABERDEEN	130	110	120	160	150	150	150
WATERTOWN	140	130	100	90	75	170	170
BROOKINGS	140	130	90	65	50	165	165
SIOUX FALLS	130	110	120	0	0	170	170
MITCHELL	130	100	80	75	50	150	150
VERMILLION	150	130	100	70	50	180	180
CHAMBERLAIN	80	75	80	95	100	100	100
HURON	80	85	75	115	75	100	100
MOBRIDGE	100	90	100	215	200	150	150
SPEARFISH	120	120	160	235	275	160	160
REDFIELD	110	85	110	135	75	140	140
YANKTON	140	130	100	95	75	170	170

NOTES:

AWARDS ARE BASED ON FINAL DESTINATION OF VEHICLES. IF A CITY IS NOT LISTED THE DELIVERY CHARGE WILL BE THE SAME AS THE CLOSEST CITY LISTED.

SPLIT AWARDS HAVE A LIST OF WHICH CITIES ARE AWARDED ON THE PAGE OF THE SPECIFICATIONS FOR THAT VEHICLE. IF THE FINAL DESTINATION IS NOT LISTED THE CLOSEST CITY WILL DETERMINE WHICH VENDOR TO PLACE THE ORDER WITH.