



# City of Culver City

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## Staff Report

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**File #:** 21-1058, **Version:** 1

**Item #:** C-10.

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**CC - Approval of a Purchase Order with Sunset Vans in an Amount Not-to-Exceed \$707,491 (\$589,576 base plus \$117,915 Contingency) to Supply Three Low Floor Electric Minibuses.**

**Meeting Date:** June 14, 2021

**Contact Person/Dept:** Mike Tobin/Transportation Department  
**Phone Number:** (310) 253-6593

**Fiscal Impact:** Yes ☒ No ☐

**General Fund:** Yes ☐ No ☒

**Public Hearing:** ☐

**Action Item:** ☐

**Attachments:** ☐

**Commission Action Required:** Yes ☐ No ☒ **Date:**

**Public Notification:** (E-Mail) Meetings and Agendas - City Council (06/09/2021)

**Department Approval:** Rolando Cruz, Chief Transportation Officer (06/03/2021)

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### **RECOMMENDATION**

Staff recommends the City Council approve of a purchase order with Sunset Vans in an amount not-to-exceed \$707,491 (\$589,576 base plus \$117,915 contingency) to supply three low floor electric minibuses.

### **BACKGROUND/DISCUSSION**

#### **CityRide Vehicle Replacement**

Over the past seven years the Transportation Department has provided DAR services within Culver City to those, primarily seniors, who are unable to drive or ride fixed route service. The existing three (3) DAR vehicles and one passenger van, previously operated by Parks and Recreation, have become unreliable and have reached the end of their useful life, thus requiring replacement.

Under the new branding of mobility services, the replacement vehicles will be used for all local services under the program of Culver CityRide. This program will continue mobility on-demand services for the City's seniors and expand over FY2021/2022 with three new pilot programs, a student programs with the Parks & Recreation department, the downtown circulator project, and the

Department's future microtransit programs. The common branding of all these vehicles, will give the Transportation department the flexibility in scheduling of labor and vehicles in delivering local service within the boundaries of Culver City.

In late 2020, staff began developing the specifications and request for proposal package for the replacement of the three CityRide vehicles. RFP #2111 was issued on December 17<sup>th</sup>, 2020; however, no proposals were received. Subsequently, RFP #2116 was issued on January 28<sup>th</sup>, 2021, but unfortunately the proposals that were submitted did not meet the specifications and requirements as laid out in the Scope of Work.

Upon reaching out to peer agencies to further assess the market and to seek any viable options, staff was directed towards Sunset Vans. Sunset Vans has over 30 years of experience providing wheelchair-accessible vans that are ADA compliant. Sunset Vans' RP Minibus allows for the Department to maintain the flexibility required for its local CityRide services, while also meeting the City's goal of mitigating its carbon footprint through the purchase and deployment of zero emission vehicles. The electric vehicles to be procured have a low floor design (no steps), accommodate nine seated passengers and up to three wheelchair occupants and/or six standees for a total of up to 15 passengers. The vehicles include batteries with a capacity of 75kWh, which equates to a 150-mile anticipated range. The cost is \$196,528 per vehicle, for a total base cost of \$589,576 for three vehicles. Staff is also seeking a 20% contingency for the completion of the design (to include a vehicle wrap, installation of radio and CAD/AVL and other transit equipment) for a total project cost not to exceed \$707,491. The first two vans are scheduled to be delivered by July 15<sup>th</sup> and should enter service no later than August 1<sup>st</sup>. The third and final vehicle would be delivered sometime in late August.

#### Sole Source Justification

Per § 3.07.055 of the Culver City Municipal Code, the City Council has the authority to authorize sole source purchases when the requesting department determines in writing, after conducting a good faith review of the available sources, that there is only one source for the required equipment, good, supply or service. Staff is requesting a sole source exemption from the competitive bidding process based on the following factors:

1. Staff has already issued two previous RFPs for the purchase of electric vehicles, none of which yielded any results;
2. Staff has determined that the unique requirements of this vehicle purchase can only be provided by a single responsible supplier, i.e., Sunset Vans;
3. The pricing of the Sunset Vans has been deemed to be fair and reasonable based on staff's analysis and research of the existing electric van / bus market.

Based on the factors listed above, staff believes that a sole source justification is warranted under the current circumstances.

#### FISCAL ANALYSIS

Total costs for these three vehicles are \$589,576 and are budgeted to Fiscal Year 2021/2022 Capital

Project 2038000.732120.PB003. These vehicles will be purchased using local funds. Currently \$262,977 is allocated in Account 307708500.732100. The balance of \$326,599 will be offset by revenue from the California State Transportation Assistance monies eligible for capital projects and budgeted for Fiscal Year 2021/2022 in account 20370200.342200. If needed, any of the balance of contingency up to the amount of \$117,915 will be utilized from the same source.

## **ATTACHMENTS**

None.

## **MOTIONS**

That the City Council:

1. Approval of a purchase order with Sunset Vans for an amount not-to-exceed \$707,491 (\$589,576 base plus \$117,915 contingency) to supply three low floor electric minibuses; and
2. Authorize the Purchasing Officer to issue such purchase order on behalf of the City.