

**MONTEREY PENINSULA REGIONAL PARK DISTRICT
BOARD OF DIRECTORS MEETING**

DATE: April 3, 2024
TO: Board of Directors
FROM: Kelly McCullough, Finance Manager
REVIEWED BY: Rafael Payan, General Manager
SUBJECT: Approval of Request for Proposals for Administrative Fleet Vehicle

SUMMARY:

Staff respectfully requests the Boards approval to solicit a new pooled Administrative fleet vehicle, to replace the 2008 Ford Escape (Escape), which has recently experienced significant transmission issues, that make it more cost effective to replace rather than repair.

FISCAL IMPACT:

To be determined when RFP responses are received. \$45,000 and up.

FUNDING SOURCE:

CFD, 6792 – Equipment

FUNDING BALANCE:

\$165,416 as of the writing of this report

DISCUSSION:

The District purchased a 2008 Ford Escape in May 2007. This vehicle served as a pooled vehicle between Administration, Environmental Education and Planning & Conservation. Environmental Education and Planning & Conservation staff eventually obtained vehicles for their respective Divisions. The Escape currently is pooled among five Administrative staff and occasionally for other Divisions as needed.

Although the Escape has relatively low miles for its age (50,000), it has slowly been degrading. The passenger door will not open properly, and the head lining had fallen down, as well as other minor maintenance and repair issues.

During the month of February, Administrative staff took the Escape to an out of District training. They began to experience serious issues on the drive home and ended up barely limping back to the District. Staff researched the indicator lights and surmised that the Escape likely had transmission problems. The Escape was towed to the City of Monterey Fleet yard for inspection and repair estimates. Upon further inspection, City of Monterey fleet staff concluded that it did indeed have transmission problems. City of Monterey does not do transmission work of this capacity and referred staff to a transmission repair shop in Salinas that they use for City of Monterey fleet.

Rather than pay to tow the Escape to Salinas, staff contacted the repair shop and relayed the codes and information obtained from City of Monterey fleet. The repair shop provided estimates that ranged from \$600 if it was just a solenoid replacement, to several thousand for a rebuild or replacement of the transmission.

Staff researched the Kelley Blue Book values. In non-working condition the trade in value range is \$2,699-\$3,156. A private party sale range is \$4,021-\$5,534. Finally, in good working condition a private party sale is max \$6,005.

Due to its age and the potential costs for repair, staff recommend that the Board approve auctioning of the 2008 Escape, and issuance of a Request for Proposals (RFP) (**ATTACHMENT 1**) for a replacement vehicle of similar size and capacity.

Staff could not anticipate the breakdown of the vehicle at such low mileage; therefore, no funds were budgeted in the FY23-24 budget. Staff proposes to pay for the replacement vehicle with mid-year review CFD-Services budget anticipated savings, which are not anticipated to be spent this fiscal year.

Staff are seeking proposals, preferably for a hybrid SUV, as the District does not currently have adequate infrastructure for all electric vehicles. In addition, this is the one fleet vehicle that is most likely to travel longer distances out of District, requiring staff to spend time looking for charging stations and charging the vehicle.

Upon receipt of responses from the RFP, staff will return to the Board for authorization to purchase the vehicle that best meets the Districts needs.

RECOMMENDED ACTION:

Staff recommends that the Board authorize the issuance of a Request for Proposals (**ATTACHMENT 1**) for a vehicle of similar size and capacity as the 2008 Escape and authorize staff to auction the 2008 Ford Escape, along with other failing equipment listed on the attached Auction Vehicle / Equipment Pickup Request Form (**ATTACHMENT 2**).

ATTACHMENTS:

1. [Request for Proposal](#)
2. [Auction Vehicle / Equipment Pickup Request Form](#)