



Office of the City Manager

CONSENT CALENDAR  
February 24, 2026

To: Honorable Mayor and Members of the City Council  
 From: Paul Buddenhagen, City Manager  
 Submitted by: Terrance Davis, Director, Public Works  
 Subject: Contracts: Future Ford of Concord, Michael Stead Hilltop Ford and Nicholas K Corporation dba The Ford Store for Service, Parts, and Related Equipment for Ford Vehicles

RECOMMENDATION

Adopt three Resolutions authorizing the City Manager to:

1. Execute a contract with Future Ford of Concord, to provide service, parts, and related equipment used on the City's Ford vehicles, in an amount not to exceed \$690,000, for a period of three years.
2. Execute a contract with Michael Stead Hilltop Ford, to provide service, parts, and related equipment used on the City's Ford vehicles, in an amount not to exceed \$690,000, for a period of three years.
3. Execute a contract order with Nicholas K Corporation dba The Ford Store, to provide service, parts, and related equipment used on the City's Ford vehicles, in an amount not to exceed \$690,000, for a period of three years.

FISCAL IMPACTS OF RECOMMENDATION

Funding is available in FY2026 Budget in Equipment Maintenance (Fund 672). Funding for future years is subject to Council's approval of the proposed budget and annual appropriation ordinances.

CURRENT SITUATION AND ITS EFFECTS

The Public Works Department requires ongoing access to manufacturer certified service, parts, and related equipment to ensure the safe and reliable operation of the City's Ford vehicles. These contracts will provide original equipment manufacturer (OEM) parts, software-supported diagnostics, and service functions required for both routine maintenance and emergency repairs for Ford vehicles. Approximately 52% of the City's current on-road fleet consists of Ford manufactured vehicles. This contract will support a broad range of Ford vehicle types, including, but not limited to the following:

- Ford Police Interceptor Utility patrol vehicles
- Ford F150 Lightning electric trucks
- Other Ford light-and heavy-duty trucks, vans, and specialty units built on Ford on-road chassis

Establishing a three-year contract with Future Ford of Concord, Michael Stead Hilltop Ford, and Nicholas K Corporation dba The Ford Store will consolidate prior year's agreements, ensure continuity of service, and maintain compliance with City procurement requirements.

The City's competitive bidding requirements for this purchase have been satisfied by using Sourcewell Contract No. 080124-FMC. Future Ford of Concord, Michael Stead Hilltop Ford and Nicholas K Corporation dba The Ford Store are authorized dealers for Ford-authorized service, parts, and related equipment, and will provide genuine Ford OEM (Original Equipment Manufacturer) parts, warranty support, and technical assistance as needed. Future Ford of Concord, Michael's Stead Hilltop Ford and Nicholas K Corporation dba The Ford Store is one of several vendors used by the City for this class of equipment.

The Sourcewell contract provides access to Ford OEM parts but does not include certified service, diagnostic labor, or module programming functions. These service requirements are restricted by Ford to OEM-authorized dealerships and cannot be competitively bid among independent vendors. As a result, a waiver of competitive solicitation is required to authorize service labor under these purchase orders, ensuring compliance with the City's procurement requirements and maintaining uninterrupted access to necessary manufacturer-controlled service functions.

Vehicle parts and service labor are routinely needed to maintain and repair the City's fleet. These contracts will support continued fleet reliability and align with the City's Strategic Plan goal to provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.

### BACKGROUND

The City Charter allows the City to purchase goods without undergoing a competitive bid process if the City utilizes pricing obtained by another entity through a competitive process. On June 13, 2024, Sourcewell released Request for Proposal (RFP) No. 080124 for OEM vehicle parts and supplies. The RFP was available for approximately 50 days, and 15 proposals were submitted. Upon review of proposals, the Sourcewell Proposal Evaluation Committee selected Ford Motor Company as the most responsive and responsible proposer to meet the specifications, thereby awarding Contract No. 080124-FMC.

On January 2, 2025, Sourcewell executed a contract with Ford Motor Company, authorizing participating agencies to purchase equipment, parts, and related services

through authorized regional Ford dealers, including Future Ford of Concord, Michael Stead Hilltop Ford, and Nicholas K Corporation dba The Ford Store. Article 3, Section 1 of the referenced contract states that participating entities may issue purchase orders directly to the supplier's authorized regional dealers using pre-negotiated pricing and terms of the Sourcewell contract.

Throughout the year, Public Works purchases parts via cooperative contracts to ensure that City departments receive the best pricing. These Ford parts are specialized and require OEM authorization to ensure compatibility, quality, warranty compliance, and access to manufacturer-supported diagnostic functions.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

The City prioritizes maintaining its vehicles in the most efficient and environmentally responsible condition possible.

Timely preventive maintenance supported by using OEM parts helps extend vehicle life, minimize breakdowns, and maintain compliance with emissions standards. Well-maintained equipment also supports the City's ongoing transition from diesel to renewable fuels and, where operationally and technically feasible, to an all-electric fleet. The use of OEM components aligns with the City's Fleet Electrification and Sustainability goals by ensuring existing vehicles remain in optimal operating condition until replacement with zero-emission alternatives becomes feasible.

#### RATIONALE FOR RECOMMENDATION

Purchasing OEM parts from Future Ford of Concord, Michael Stead Hilltop Ford, and Nicholas K Corporation dba The Ford Store is the most cost-effective method of maintaining the City's Ford vehicles. The use of genuine OEM parts ensures proper fit, performance, and warranty compliance, reducing vehicle downtime and extending the service life of existing equipment. Maintaining an adequate supply of OEM parts also ensures that Public Works can complete preventive maintenance and repair work in a timely manner, minimizing the risk of service interruptions to City operations.

Utilizing pricing obtained through Sourcewell Contract No. 080124-FMC satisfies the City's competitive bidding requirements and ensures the most competitive pricing available.

#### ALTERNATIVE ACTIONS CONSIDERED

Public Works could procure non-OEM or aftermarket parts. However, aftermarket parts may not meet manufacturer specifications and could void existing warranties or reduce vehicle performance and reliability. Utilizing genuine OEM parts through Future Ford of Concord, Michael Stead Hilltop Ford, and Nicholas K Corporation dba The Ford Store ensures proper fit, quality, and continued warranty protection.

Multi-Year Contract with Future Ford of Concord, Michael Stead Hilltop  
Ford and Nicholas K Corporation dba The Ford Store for Service, Parts, and  
Related Equipment for Ford Vehicles

CONSENT CALENDAR  
February 24, 2026

**CONTACT PERSON**

Joy Brown, Operational Manager, (510) 981-6629

Don Colbert, Acting Equipment Maintenance Superintendent, (510) 981-6467

Sara Rubio, Associate Management Analyst, (510) 981-5672

**Attachments:**

1: Resolution: Future Ford of Concord

2: Resolution: Michael Stead Hilltop Ford

2: Resolution: Nicholas K Corporation dba The Ford Store

RESOLUTION NO. ##,###-N.S.

CONTRACT: FUTURE FORD OF CONCORD FOR SERVICE, PARTS, AND RELATED EQUIPMENT FOR FORD VEHICLES

WHEREAS, original equipment manufacturer (OEM) service, parts, and related equipment are needed by the City; and

WHEREAS, on June 13, 2024, Sourcewell released Request for Proposal No. 080124 for OEM vehicle parts and supplies; the solicitation remained open approximately fifty days, and fifteen proposals were submitted; and

WHEREAS, upon review of proposals, the Sourcewell Proposal Evaluation Committee selected Ford Motor Company as the most responsive proposer to meet the specifications, thusly awarding Contract No. 080124-FMC; and

WHEREAS, Future Ford of Concord is an authorized regional dealer for Ford Motor Company and will provide genuine OEM parts, warranty support, and technical assistance to the City under the pricing and terms of Sourcewell Contract No. 080124-FMC; and

WHEREAS, service labor is restricted by Ford to OEM authorized dealerships and cannot be competitively bid among independent vendors; therefore, a waiver of solicitation for service labor is authorized; and

WHEREAS, for all Sourcewell contracts, the administrative fee is paid by the supplier directly to Sourcewell and is not passed on to the City; and

WHEREAS, funds for this purchase are available in the Public Works Department Equipment Maintenance Fund (672) for FY 2026, and spending in future years is subject to Council's approval of the proposed citywide budget and annual appropriation ordinances.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract with Future Ford of Concord for service, maintenance parts, and related equipment for Ford Motor Company in an amount not to exceed \$690,000 for a three-year period ending November 14, 2028.

RESOLUTION NO. ##,###-N.S.

CONTRACT: MICHAEL STEAD HILLTOP FORD FOR SERVICE, PARTS, AND RELATED EQUIPMENT FOR FORD VEHICLES

WHEREAS, original equipment manufacturer (OEM) service, parts, and related equipment are needed by the City; and

WHEREAS, on June 13, 2024, Sourcewell released Request for Proposal No. 080124 for OEM vehicle parts and supplies; the solicitation remained open approximately fifty days, and fifteen proposals were submitted; and

WHEREAS, upon review of proposals, the Sourcewell Proposal Evaluation Committee selected Ford Motor Company as the most responsive proposer to meet the specifications, thusly awarding Contract No. 080124-FMC; and

WHEREAS, Michael's Stead Hilltop Ford is an authorized regional dealer for Ford Motor Company and will provide genuine OEM parts, warranty support, and technical assistance to the City under the pricing and terms of Sourcewell Contract No. 080124-FMC; and

WHEREAS, service labor is restricted by Ford to OEM-authorized dealerships and cannot be competitively bid among independent vendors; therefore, a waiver of solicitation for service labor is authorized; and

WHEREAS, for all Sourcewell contracts, the administrative fee is paid by the supplier directly to Sourcewell and is not passed on to the City; and

WHEREAS, funds for this purchase are available in the Public Works Department Equipment Maintenance Fund (672) for FY 2026, with future year funding to be appropriated through the Annual Appropriations Ordinance for a total not-to-exceed amount of \$690,000.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract with Michael Stead Hilltop Ford for service, maintenance parts, and related equipment for Ford Motor Company in an amount not to exceed \$690,000 for a three-year period ending November 14, 2028.

RESOLUTION NO. ##,###-N.S.

CONTRACT: NICHOLAS K CORPORATION DBA THE FORD STORE FOR SERVICE, PARTS, AND RELATED EQUIPMENT FOR FORD VEHICLES

WHEREAS, original equipment manufacturer (OEM) service, parts and related equipment are needed by the City; and

WHEREAS, on June 13, 2024, Sourcewell released Request for Proposal No. 080124 for OEM vehicle parts and supplies; the solicitation remained open approximately fifty days, and fifteen proposals were submitted; and

WHEREAS, upon review of proposals, the Sourcewell Proposal Evaluation Committee selected Ford Motor Company as the most responsive proposer to meet the specifications, thusly awarding Contract No. 080124-FMC; and

WHEREAS, Future Ford of Concord. is an authorized regional dealer for Ford Motor Company and will provide genuine OEM parts, warranty support, and technical assistance to the City under the pricing and terms of Sourcewell Contract No. 080124-FMC; and

WHEREAS, service labor is restricted by Ford to OEM-authorized dealerships and cannot be competitively bid among independent vendors; therefore, a waiver of solicitation for service labor is authorized; and

WHEREAS, for all Sourcewell contracts, the administrative fee is paid by the supplier directly to Sourcewell and is not passed on to the City; and

WHEREAS, funds for this purchase are available in the Public Works Department Equipment Maintenance Fund (672) for FY 2026, with future year funding to be appropriated through the Annual Appropriations Ordinance for a total not-to-exceed amount of \$690,000.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a contract with Nicholas K Corporation dba The Ford Store for service, maintenance parts, and related equipment for Ford Motor Company in an amount not to exceed \$690,000 for a three-year period ending November 14, 2028.

