



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: JANUARY 10, 2023**

**FROM: POLICE DEPARTMENT      WARD(S): ALL**

**SUBJECT: PURCHASE AND DELIVERY OF JET-A AVIATION FUEL FOR CITY OF RIVERSIDE HELICOPTERS FROM EPIC AVIATION, LLC IN THE TOTAL AMOUNT OF \$150,000 FOR FISCAL YEAR 2022/2023 WITH FOUR OPTIONAL ONE-YEAR RENEWAL PERIODS**

## **ISSUE:**

Approve the purchase and delivery of Jet-A Aviation Fuel for City of Riverside helicopters with Epic Aviation, LLC of Salem, Oregon in the total amount of \$150,000 for Fiscal Year (FY) 2022/2023 with four optional one-year renewal periods.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the purchase and delivery of Jet-A Aviation Fuel for City of Riverside helicopters with Epic Aviation, LLC of Salem, Oregon in the total amount of \$150,000 for FY 2022/23;
2. Approve four optional one-year renewal periods with Epic Aviation, LLC for the purchase and delivery of Jet-A Aviation Fuel products in the amounts of \$165,000 for FY 2023/24, \$181,500 for FY 2024/25, \$199,650 for FY 2025/26, and \$219,615 for FY 2026/27 inclusive of 10% annual increases for future fuel market volatility; and
3. Authorize the City Manager, or designee, to execute all documents pursuant to this purchase including making minor and non-substantive changes, and annual renewal extensions.

## **BACKGROUND:**

The Riverside Police Department (RPD) maintains the fuel pumps located at 7020 Central Avenue, Riverside, CA 92504 where the Police Air Support Unit is located. The fuel pumps supply Jet-A Aviation Fuel to the RPD helicopters.

On Thursday, March 17, 2022, The County of Riverside, on behalf of Riverside County Sheriff's Department Aviation Division, issued Request for Quotes, SHARC-475, for the purchase and delivery of Jet-A Aviation Fuel and related additional services.

On July 1, 2022, the County of Riverside entered into a contract with Epic Aviation, LLC, SHARC-40518-002-06/27, for a five (5) year term, renewed annually, ending June 30, 2027.

### **DISCUSSION:**

On November 9, 2022, Epic Aviation, LLC agreed to extend current pricing for Jet-A Aviation Fuel to the City of Riverside, at the current level of services, and the same terms and conditions as offered to the County of Riverside through June 30, 2027. Pricing is based on Oil Price Information Service (OPIS) for the Los Angeles Region mean plus \$0.1291 per gallon plus applicable taxes and fees.

Purchasing Resolution No. 23914, Section 602(f) states, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ... (f) When Cooperative Purchasing is available and undertaken or when Goods can be obtained through Federal, State and/or other public entity pricing contracts or price agreements”. Epic Aviation, LLC has agreed to maintain the terms, conditions, and pricing awarded under the County of Riverside contract based on RFP SHARC-475 and Contract SHARC-40518-002-06/27.

The Purchasing Manager concurs that the recommended actions are in compliance with Purchasing Resolution No. 23914, Section 602(f).

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to Strategic Priority No. 2.4 – Support programs and innovations that enhance community safety, encourage neighborhood engagement, and build public trust.

This item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** – Fuel for Police helicopters allows the Police Department to deploy its employees into the community encouraging neighborhood engagement and building public trust.
2. **Equity** – The RPD provides public safety services to all residents in the City of Riverside. Fuel for Police helicopters helps in the achievement of this goal by ensuring that RPD employees can enhance community safety.
3. **Fiscal Responsibility** – The proposed action has been competitively bid in accordance with Purchasing Resolution No. 23914, Section 602(f). This contributes to the City’s financial health by ensuring the city will be receiving the best pricing.
4. **Innovation** – In order to meet the community’s changing needs and prepare for the future, RPD has purchased two new Airbus H125 Helicopters.
5. **Sustainability & Resiliency** – The purpose of the fuel purchase is to ensure the Department has the ability to provide public safety services in the present and future, while adapting, and growing with the needs of the community.

**FISCAL IMPACT:**

The total fiscal impact of the action for FY 2022/23 is \$150,000. Sufficient funds for FY 2022/23 are budgeted and available in the General Fund, Police-Aviation Unit, Motor Fuels and Lubricants account number 3120000-426300. Appropriations for future fiscal years will be included in the Department's Budget submissions for those fiscal years.

<b>Fiscal Year</b>	<b>Annual Amount</b>
FY 2022/2023 (including 10% volatility)	\$150,000
FY 2023/2024 (including 10% volatility)	\$165,000
FY 2024/2025 (including 10% volatility)	\$181,500
FY 2025/2026 (including 10% volatility)	\$199,650
FY 2026/2027 (including 10% volatility)	\$219,615

Prepared by: Larry Gonzalez, Chief of Police  
Certified as to  
availability of funds: Edward Enriquez, Chief Financial Officer/City Treasurer  
Approved by: Edward Enriquez, Interim Assistant City Manager  
Approved as to form: Phaedra A. Norton, City Attorney

**Attachments:**

1. County of Riverside Request for Quote SHARC-475
2. County of Riverside Contract SHARC-40518-002-06/27
3. Epic Aviation, LLC Letter