City of Arts & Innovation

City Council Memorandum

TO: **HONORABLE MAYOR AND CITY COUNCIL** **DATE: JANUARY 17, 2023**

FROM: **GENERAL SERVICES DEPARTMENT** **WARDS: ALL**

SUBJECT: **PURCHASE OF FOUR CURRENT MODEL FORD F350 UTILITY TRUCKS FROM PB LOADER CORPORATION THAT WILL BE ASSIGNED TO VARIOUS CITY DEPARTMENTS IN THE TOTAL AMOUNT OF $504,792.28 – SUPPLEMENTAL APPROPRIATION**

ISSUE:

Approve the purchase of four current model Ford F350 Utility trucks from PB Loader Corporation that will be assigned to various City departments in the total amount of $504,792.28.

RECOMMENDATIONS:

That the City Council:

1. Approve the purchase of four current model Ford F350 Utility trucks from PB Loader Corporation that will be assigned to various City departments in the total amount of $504,792.28; and

2. By at least five affirmative votes, authorize a supplemental appropriation in the amount of $138,100 to Central Garage Fund, General Services Department Motor Pool, Automotive Equipment account from available fund balance.

BACKGROUND:

The General Services Fleet Management Division evaluates all vehicle replacement criteria to ensure the efficient management and replacement of vehicles. The new vehicles would replace existing units which have extended periods of down time for repairs, exceeded their expected service life, and have accumulated excessive life to date maintenance costs.

The vehicles that will be replaced are outlined in the following table:

Asset No.	Year Make Model	Using Department	Odometer	Replacement Reason
C1070	2008 Ford F350	Public Utilities - Water Field Operations	133,660	14 years of age with excessive wear and tear and life to date maintenance cost.
C1078	2008 Ford F350	Public Utilities - Water Production/Operations	106,996	14 years of age with excessive wear and tear and life to date maintenance cost.
C1100	2008 Ford F250	Parks, Recreation and Community Services – Parks	103,894	14 years of age with excessive wear and tear and life to date maintenance cost.
C1101	2008 Ford F350	General Services - Fleet Management	40,143	14 years of age and has been permanently taken out of service due to accident damage.

DISCUSSION:

Sourcewell is a national service cooperative created to provide government procurement resources and solutions to members in government, education, and nonprofit sectors. Since the City of Riverside is a member of Sourcewell, PB Loader Corporation is able to provide the best overall government pricing in accordance with Cooperative Agreement Number 080521-PBL through this cooperative procurement process.

The utilization of the Sourcewell contract is in accordance with Purchasing Resolution No. 23914, Section 602(f) which states that, "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".

The costs for the new utility trucks shall be assigned to the following City departments as outlined in the table below:

Year Make Model	Using Department	Unit Price (Includes aftermarket equipment)	Sales Tax (8.75%)	Tire and Freight fees	Total Price
2023 Ford F350	Public Utilities - Water Field Operations	$115,006.00	$10,063.03	$1,812.25	$126,881.28
2023 Ford F350	Public Utilities - Water Production/Operations	$115,006.00	$10,063.03	$1,812.25	$126,881.28
2023 Ford F350	General Services - Fleet Management	$115,006.00	$10,063.03	$1,812.25	$126,881.28
2023 Ford F350	Parks, Recreation and Community Services - Parks	$112,585.00	$9,851.19	$1,712.25	$124,148.44
				Total	**$504,792.28**

The Purchasing Manager concurs that the recommendation to approve is in compliance with Purchasing Resolution No. 23914.

The Park, Recreation and Community Services Director and the Public Utilities Assistant General Manager for the Water Department concur with this report.

STRATEGIC PLAN ALIGNMENT:

The recommended purchase of the new replacement utility trucks contributes to the City's Strategic Priority No. 4 *Environmental Stewardship* and Goal No. 4.6 – Implement the requisite measures to achieve citywide neutrality no later than 2040.

The recommended purchase aligns with EACH of the five Cross-Cutting Threads as follows:

1. **Community Trust** – This action builds community trust by ensuring that City departments have safe and reliable vehicles available to staff and crew members to use when performing operational duties.

2. **Equity** – This action will benefit the entire community because it enhances city-wide services.

3. **Fiscal Responsibility** – Vehicles which have reached the end of their useful life cycle are more costly to operate and maintain. The General Services Fleet Management Division is proposing this purchase in accordance with Purchasing Resolution 23914, Formal Procurement process to ensure the best price, terms and conditions are negotiated.

4. **Innovation** – The General Services, Fleet Management Division has an established vehicle replacement program to ensure departments are accruing funds for future replacement vehicles. These replacement vehicles will be purchased using funds from the Central Garage Fund Motor Pool Account.

5. **Sustainability & Resiliency** – This action will result in replacement vehicles for which meet all South Coast Air Quality Management District requirements and ensure improved vehicular performance, safety, and efficiency.

FISCAL IMPACT:

The total fiscal impact of the action is $504,792.28. Upon Council approval a supplemental appropriation will be recorded in the Central Garage Fund, General Services Department Motor Pool, Automotive Equipment account 2215200-462100 from available fund balance. Central Garage Fund has enough available fund balance to cover the $138,100 supplemental appropriation.

Prepared by:	Carl Carey, General Services Director
Certified as to availability of funds:	Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. Sourcewell Quote 11621 from PB Loader Corporation
2. Sourcewell Quote 11645 from PB Loader Corporation
3. Sourcewell Contract #080521-PBL