



*City of Arts & Innovation*

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL**                      **DATE: APRIL 8, 2025**

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

**SUBJECT: CHANGE ORDER TO PURCHASE ORDER 244655 WITH THEODORE ROBINS, INC. OF COSTA MESA, CALIFORNIA FOR THE PURCHASE OF FIVE (5) 2024 MODEL YEAR ELECTRIC POWERED FORD F150 LIGHTNING TRUCKS REMOVING SOLID WASTE ACCOUNTS FROM PURCHASE ORDER AND UPDATING WITH ACCOUNTS FOR PUBLIC WORKS STREETS DIVISION TO PURCHASE VEHICLES**

**ISSUE:**

Authorize a change order to Purchase Order 244655 with Theodore Robins, Inc. of Costa Mesa, California for the purchase of five (5) 2024 model year electric powered Ford F150 Lightning trucks removing Solid Waste accounts and updating with accounts for the Public Works Streets Division to purchase vehicles.

**RECOMMENDATIONS:**

That the City Council authorize a change order to Purchase Order 244655 with Theodore Robins, Inc. of Costa Mesa, California for the purchase of five (5) 2024 model year electric powered Ford F150 Lightning trucks removing the Solid Waste accounts and updating with accounts for the Public Works Streets Division to purchase vehicles.

**BACKGROUND:**

On May 21, 2024, the City Council approved Bid No. 8075 to provide two replacement vehicles for Riverside Public Utilities (RPU) and three new vehicles to Public Works Solid Waste Division. The Purchasing division issued a Purchase Order (PO 244655) on June 18, 2024. The vehicles were received by the General Services Department in December of 2024.

The Public Works Department Street Maintenance Division is responsible for the maintenance and repairs of City roadways which include, but is not limited to, repairing potholes, removing graffiti, cleaning street debris, slurry sealing roadways, grading, and excavation. The field crews require various types of vehicles to accomplish their operational responsibilities, and it is crucial that the equipment is readily available, safe, and reliable.

**DISCUSSION:**

Prior to Council approval in 2024, the Public Works (PW) Street Maintenance Division reached out to General Services staff requesting to change the funding sources of the vehicles. The vehicles were no longer going to be used by the Solid Waste Division but by the Streets Division. The original PO had funding sources from the Central Garage Fund, Motor Pool, Automotive Equipment Account and the Public Works Refuse Fund, Solid Waste Collection, Automotive Equipment Account. The request was to change the accounts to several Streets Division accounts, the Motor Pool Automotive Equipment Account and the Streets Division's Measure Z funding. This request was not reflected in the original staff report.

Since the vehicles have already been received, there is no change to any of the original terms or conditions of the purchase. This request would move the funding source from the Refuse Fund (540) to the General Fund (101) and the Streets Measure Z Fund (110). The Central Garage Fund (650) will have an increase of funds being used - from \$146,128.90 to \$207,207.19.

The Budget Office confirmed we can move forward with a Change Order to get the accounting in place in order to pay the vendor and get the vehicles into the hands of the Public Works department as timely as possible.

These vehicles are zero-emission and meet the Advanced Clean Fleet Regulation mandated by the California Air Resources Board (CARB).

The Public Works Director concurs with this report.

### **STRATEGIC PLAN ALIGNMENT:**

The recommended purchase contributes to the City's Strategic Priority No. 4 *Environmental Stewardship* and Goal No. 4.6 – Implement the requisite measures to achieve citywide carbon 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 the Public Works Department continue to have safe and reliable vehicles available for use when performing operational duties.
2. **Equity** – This action will benefit the entire community because it enhances city-wide services.
3. **Fiscal Responsibility** – To ensure the best cost, this purchase was negotiated by exercising existing purchasing policies in Purchasing Resolution 24101.
4. **Innovation** – This purchase provides the Streets Division staff with the equipment that is necessary for their operations.
5. **Sustainability & Resiliency** – This action will result in a zero-emission replacement vehicle which meets the very stringent South Coast Air Quality Management District (SCAQMD) requirements as well as Environmental Protection Agency (EPA) emissions regulations.

**FISCAL IMPACT:**

The total fiscal impact of this item is \$219,193.35 removing the Refuse accounts, as previously approved (Table 1) and adding Public Works Street Division Accounts as identified in Table 2. The original PO amount of \$365,322.25 remains unchanged.

**Table 1. Original Purchase Order**

Fund	Account Name	Account	Amount
Refuse	Solid Waste Collections Automotive Equipment	4130100-462100	\$219,193.35
Central Garage	Motor Pool Automotive Equipment (For RPU Vehicles)	2215200-462100	\$146,128.90
<b>Total</b>			<b>\$365,322.25</b>

**Table 2. Updated Purchase Order**

Fund	Account Name	Account	Amount
Measure Z	Street Maintenance Automotive Equipment	8004301-462100*	\$72,739.57
General Fund	Street Maintenance Const. Maint. Materials St. M	4110100-424121*	\$28,458.50
	Street Maintenance Const. Maint. Materials Con	4110100-424122*	\$28,458.50
	Street Maintenance Const. Maint. Materials Mat/Grade Stry	4110100-424123*	\$28,458.49
Central Garage	Motor Pool Automotive Equipment	2215200-462100*	\$61,079.10
	Motor Pool Automotive Equipment (RPU Vehicles)	2215200-462100	\$146,128.09
<b>Total</b>			<b>\$365,322.22</b>

***\*Denotes account change***

Prepared by: Joshua Monzon, Administrative Analyst  
 Approved by: Carl Carey, General Services Director  
 Certified as to availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
 Approved by: Edward Enriquez, Assistant City Manager/Chief Financial Officer/  
 City Treasurer  
 Approved as to form: Jack Liu, Interim City Attorney

Attachment: Bid Award Recommendation