



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 17, 2024

FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL

SUBJECT: RATIFY A PURCHASE ORDER FOR THE PURCHASE OF ONE HEAVY DUTY 2023 FORD F550 CREW CAB 4X4 WITH AERIAL PERSONNEL-LIFT FROM COMMERCE TRUCK EQUIPMENT SALES, LLC FOR THE POLICE DEPARTMENT IN THE AMOUNT OF \$185,332.56 -FUNDS TRANSFER AND SUPPLEMENTAL APPROPRIATION

ISSUES:

Recommend that City Council ratify the purchase order for the purchase of one heavy duty 2023 Ford F550 Crew Cab 4X4 with aerial personnel-lift from Commerce Truck Equipment Sales, LLC of Norco, California for the Police Department in the amount of \$185,332.56 and authorize a supplemental appropriation from the Special Deposit Fund, Police Asset Forfeiture Account number and appropriate expenditures and revenue to the Grants and Restricted Programs Fund, Police Asset Forfeiture accounts.

RECOMMENDATIONS:

That the City Council:

1. Ratify purchase order No. 252493 in the amount of \$185,332.56 for the purchase of one heavy duty 2023 Ford F550 Crew Cab 4X4 with aerial personnel-lift vehicle from Commerce Truck Equipment Sales, LLC of Norco, California for the Police Department; and
2. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record a funds transfer from the Special Deposit Fund, Police Asset Forfeiture Account to the Grant and Restricted Programs Fund in the amount of \$185,332.56 and appropriate revenue and expenditure in the same amount in the Grant and Restricted Programs Fund, Police Asset Forfeiture Programs accounts.
3. Authorize the City Manager, or designee, to execute all documents necessary to complete the financing, including making minor and non-substantive changes.

BACKGROUND:

The Riverside Police Department (RPD) currently has a relationship with the Drug Enforcement Administration (DEA) to borrow heavy duty equipment vehicles upon need for the installation and removal of public safety equipment. On occasion RPD will also request to borrow vehicles from other City Departments. However, the RPDs need for a vehicle is increasing to at least once per week and the DEA or the other City Departments are not able to accommodate RPDs requests due to their own needs and daily operations. This has led to a negative impact on Police Department operations.

DISCUSSION:

The Police Department has a current need for a new model heavy duty Ford F550 crew cab with aerial lift for installation and removal of public safety equipment to assist with investigations, crowd safety, and other public safety operations. A heavy-duty 4X4 vehicle is necessary to access various types of locations some with difficult terrain or in high voltage areas and a crew cab is required to hold the three to four employees needed to safely conduct operations. The proposed vehicle is the only one in the nation that will meet the Police Departments needs and is ready for immediate purchase. The industry average for the build out of a heavy-duty vehicle with the specifications required by the RPD is a 24 to 48 month build out.

Year Make Model	Unit Price	Sales Tax	Fees	Total Price
2023 Ford F550 Crew Cab 4X4 with Aerial Personal Lift	\$167,000.00	\$14,622.56	\$3,710	\$185,332.56

The RPD searched vendor inventories throughout the nation that deal in sales of heavy-duty vehicles and no other ready built vehicle meeting the Departments needs was identified. A quote was received from one other company for a vehicle to be built that would meet the Departments specifications. The quote was for \$184,917 with a 24-to-27-month build out. Additionally, the price quoted was only an estimate as actual pricing is based on market conditions closer to the date of production to account for irregular cost inflation and market volatility.

Therefore, the RPD would like to purchase the proposed vehicle because it is the only vehicle available in a timely manner that will meet the Department’s needs. The vendor informed the Department that the vehicle could not be held without the issuance of a Purchase Order (PO) and could potentially be sold prior to City Council approval. Therefore, the City Manager approved the Departments request to issue a PO prior to City Council approval in order to hold the vehicle for purchase.

Purchasing Resolution 24101, Section 602(d) which states, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required...(d) When the Procurement can only be obtained timely from a single source and the Manager is satisfied that the best price, terms and conditions for the Procurement thereof have been negotiated.”

The Purchasing Manager concurs that the recommended action with Purchasing Resolution 24101, 602(d).

The Chief of Police concurs with this report.

STRATEGIC PLAN ALIGNMENT:

The recommended purchase of the new vehicle contributes to Strategic Priority No. 2 *Community Well-Being* and Goal No. 2.6 – Strengthen community preparedness for emergencies to ensure effective response and recovery.

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

1. **Community Trust** – This action builds community trust in the Riverside Police Department by increasing the capabilities and capacities of public safety efforts.
2. **Equity** – This action will benefit the entire community by enhancing public safety services.
3. **Fiscal Responsibility** – The proposed purchase is being made in accordance with the City’s Purchasing Policy utilizing Asset Forfeiture Funds to alleviate pressure on the General Fund.
4. **Innovation** – This action provides the Riverside Police Department with specialized equipment that is necessary for their operations.
5. **Sustainability & Resiliency** – The purchase of this new vehicle is proposed to be made without using the General Fund. This allows the Department to meet the needs of the present without compromising the needs of the future.

FISCAL IMPACT:

The total fiscal impact of the purchase of the vehicle is an expenditure of \$185,332.56, fully offset by special deposit funds. Upon City Council approval, a transfer will be recorded from the Special Deposit Fund, Police Asset Forfeiture Account number 0000721-225112 and appropriated in the Grants and Restricted Programs Fund, Police Asset Forfeiture revenue account number 3145501-374500 and expenditure account number 3145501-462100.

Prepared by:	Steve Goodson, Police Lieutenant
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/ Treasurer
Approved as to form:	Phaedra A. Norton, City Attorney
Attachment:	Purchase Order No. 252493