



City of Arts & Innovation

# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL**                      **DATE: JANUARY 23, 2024**

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

**SUBJECT: WAIVE THE FORMAL PROCUREMENT PROCESS FOR THE PURCHASE OF NEW AND USED VEHICLES, MOTORCYCLES INCLUDED, FOR THE POLICE DEPARTMENT WITH VARIOUS VENDORS FOR AN ADDITIONAL 5-MONTH TERM ENDING JUNE 30, 2024.**

**ISSUE:**

Waive the formal procurement process and authorize the purchase of new and used vehicles, motorcycles included, for the Police Department with various vendors for an additional 5-month term ending June 30, 2024.

**RECOMMENDATIONS:**

That the City Council:

1. With at least five affirmative votes, waive the formal procurement process per section 602(p) of Purchasing Resolution 23914 and authorize the purchase of new and used vehicles, motorcycles included, for the Police Department with various vendors for an additional 5-month term ending June 30, 2024; and
2. Authorize the City Manager, or designee, to execute the individual purchase orders and all necessary documents as needed for these individual purchases with all authority for such.

**BACKGROUND:**

On August 15, 2023, City Council moved to waive the formal procurement process per section 602(p) of Purchasing Resolution 23914 and authorize the purchase of new and used vehicles, motorcycles included, for the Police Department and Public Safety Engagement Team in an estimated amount of \$65,000 per vehicle for a total not to exceed amount of \$1,700,000 for the Police Department and \$1,400,000 for the Public Safety Engagement Team, subject to the availability of budgeted funds, with various vendors for a six-month term ending January 31, 2024.

Between August 15, 2023, and January 31, 2024, the Public Safety Engagement Team Purchased 31 vehicles for a total amount of \$1,264,076.14 leaving a remaining balance of \$135,923.86. The terms of the waiver have been satisfied and an additional 5-month term will not be needed.

Between August 15, 2023, and January 31, 2024, the Police Department purchased six vehicles for a total amount of \$242,137.04 leaving a remaining balance of \$1,457,862.96.

### **DISCUSSION:**

The Police Department had anticipated to utilize the approved funding allocation to purchase a total of fifteen 2024 model year Police Interceptors; however, the window for ordering these through the manufacturer closed prior to Council approval of the purchasing waiver. The order window for the 2025 model year Police Interceptors is tentatively scheduled to open in February 2024, and based on information from the manufacturer, the window for ordering these vehicles will again be extremely short. It is in the best interest of the Police Department, the City of Riverside, and the safety of the public to extend the waiver to secure the purchase of fifteen 2025 model year Police Interceptor pursuit units using the remaining fund balance of \$1,457,862.96.

The City Council is asked to continue to waive the formal procurement process and authorize the purchase of new and used vehicles, including but not limited to, patrol vehicles, unmarked vehicles, undercover vehicles, and motorcycles, for the Police Department with various vendors for an additional 5-month term ending June 30, 2024.

This action is pursuant to Purchasing Resolution 23914, Section 602(p) which states, "Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ... (p) When approved by the Manager, the City requires Goods not subject to the bidding requirements of Section 1109 of the City Charter, which are of such a nature that suitable technical or performance specifications describing them are not readily available and cannot be developed in a timely manner to meet the needs of the City, in which case the Manager shall be authorized to negotiate with any Person or Persons for the Procurement thereof upon the price, terms and conditions deemed by the Manger to be in the best interest of the City and in doing so may utilize Informal Procurement or Negotiated Procurement process".

The Police Chief concurs with the recommended action.

The Purchasing Manager concurs that the recommended actions are compliant with Purchasing Resolution 23914, Section 602(p).

### **STRATEGIC PLAN ALIGNMENT:**

This item contributes to Strategic Priority No. 2 Community Well-Being and will allow the Police Department and Public Safety Engagement Team to continue to meet the following goals:

- Goal No. 2.4. Support programs and innovations that enhance community safety, encourage neighborhood engagement, and build public trust.
- Goal No. 2.5. Foster relationships between community members, partner organizations, and public safety professionals to define, prioritize, and address community safety and social service needs.
- Goal No. 2.6. Strengthen community preparedness for emergencies to ensure effective response and recovery.

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

1. Community Trust – Vehicles are required for the Police Department to perform basic functions and meet the public safety needs of the community.
2. Equity – The Police Department endeavors to provide public safety services to all residents in the City of Riverside. To achieve this goal, the Police Department requires specialized vehicles and equipment. Reliable vehicles help the Police Department ensure that every member of the community has equal access to share in the benefits.
3. Fiscal Responsibility – The General Services Department, Fleet Division is proposing this purchase in accordance with Purchasing Resolution 23914, Section 602(p) and will do its best to ensure the best price, terms and conditions are negotiated.
4. Innovation – The Police Department requires specialized vehicles and equipment to meet the changing needs of the community. The proposed purchase authorization provides an innovative solution to allow the Police Department to acquire the necessary vehicles in a timelier fashion during a global vehicle shortage.
5. Sustainability & Resiliency – Replacing the Police Departments aging fleet allows the Police Department to meet the needs of the present without compromising the needs of the future. Newer vehicles will reduce the Police Departments carbon footprint.

**FISCAL IMPACT:**

The total fiscal impact of this action is \$1,457,862.96 for the waiver to purchase vehicles for public safety purposes. The funds in the amount of \$1,457,862.96 are available in the Measure Z Fund, Police Field Operations, Vehicle Replacement Account 8001201-450057.

Prepared by:	Jessica Spiking, Administrative Analyst
Approved by:	Carl Carey, General Service 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