



*City of Arts & Innovation*

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: MARCH 9, 2021**

**FROM: POLICE DEPARTMENT      WARDS: ALL**

**SUBJECT: INCREASE ANNUAL PURCHASE ORDER NO. 210058 BY \$55,000 FOR A TOTAL PO AMOUNT OF \$100,000 WITH AN ADDITIONAL 10% OR \$10,000 CHANGE ORDER AUTHORITY WITH HELI-MART, INC. FOR THE REPAIR AND MAINTENANCE OF THE POLICE DEPARTMENT HELICOPTERS INCLUDING PARTS AND LABOR IN ACCORDANCE WITH PURCHASING RESOLUTION NO. 23256, SECTION 602 (D) AND 702 (D)**

## **ISSUE:**

Authorize an increase to Annual Purchase Order No. 210058 by \$55,000 for a total PO amount of \$100,000, with an additional 10% or \$10,000 change order authority with Heli-Mart, Inc. for the repair and maintenance of the Police Department helicopters including parts and labor in accordance with Purchasing Resolution No. 23256, Section 602(d) and 702 (d).

## **RECOMMENDATION:**

That the City Council authorize an increase to Annual Purchase Order No. 210058 by \$55,000 for a total PO amount of \$100,000, with an additional 10% or \$10,000 change order authority with Heli-Mart, Inc. for the repair and maintenance of the Police Department helicopters including parts and labor in accordance with Purchasing Resolution No. 23256, Section 602(d) and 702(d).

## **BACKGROUND:**

The Riverside Police Department (RPD) Aviation Unit provides aerial support for ground operations in observing, preventing and interdicting criminal activity. The fleet consists of two (2) McDonnell Douglas helicopters. During a recent inspection of one of the helicopter tail rotors by Heli-Mart, Inc. it was determined that the tail rotor transmission required all four (4) bearings, both gears, chip detector, wear sleeve and spacer to be replaced. Additionally, the housing requires rework of the mounting and bellcrank holes.

## **DISCUSSION:**

The Police Department would like to purchase the replacement parts and the labor needed to repair the tail rotor transmission for the helicopter in service. The estimated cost for these parts is approximately \$30,622.83. The current PO has a remaining balance of approximately \$9,523.60.

Increasing the PO by \$55,000, from \$45,000 to \$100,000, would allow the Department to purchase the required parts and labor as described.

Additionally, the helicopters are in regular need of replacement blades, filters and other miscellaneous parts. The requested additional funds of \$33,900.77 and the 10% or \$10,000 change order authority would allow the Department to continue to purchase these regular maintenance items through the end of Fiscal Year 2020/21. The parts will be purchased in accordance to Purchasing Resolution No. 23256, Section 602(d) and 702(d) which states Competitive Procurement shall not be required, “When the Procurement consists of replacement parts for the City’s vehicles and aviation units” and “When the Procurement consists of services needed for the replacement parts for the City’s vehicles, aviation units, and other City equipment.”

The Purchasing Manager concurs that this purchase is in compliance with Purchasing Resolution No. 23256, Section 602(d) and 702(d).

**FISCAL IMPACT:**

The total fiscal impact of the action is a \$55,000 increase to PO No. 210058 for a total PO amount of \$100,000 plus an additional 10% or \$10,000 change order authority, if needed. Sufficient funds are available in the Police Department’s Non-Stock Inventory Account No. 3120000-424210.

Prepared by:	Larry V. Gonzalez, Chief of Police
Certified as to	
availability of funds:	Edward Enriquez, Chief Financial Officer/City Treasurer
Approved by:	Lea Deesing, Assistant City Manager
Approved as to form:	Kristi J. Smith, Interim City Attorney