



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 24, 2025

FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL

SUBJECT: APPROVE A CHANGE ORDER IN THE AMOUNT OF \$93,247.28 TO PURCHASE ORDER NO. 253783 FOR THE PURCHASE OF TWO ADDITIONAL 2025 FORD F-150 XL 2WD SUPERCAB VEHICLES UNDER BID NO. 8157 FROM FRITTS FORD OF RIVERSIDE, CALIFORNIA, FOR THE CITY OF RIVERSIDE PUBLIC WORKS DEPARTMENT, URBAN FORESTRY AND LANDSCAPE DIVISION, FOR A TOTAL PURCHASE ORDER AMOUNT OF \$139,870.92

ISSUE:

Approve a change order in the amount of \$93,247.28 to Purchase Order No. 253783 for the purchase of two additional 2025 Ford F-150 XL 2WD SuperCab vehicles under Bid No. 8157, from Fritts Ford of Riverside, California, for the City of Riverside Public Works Department, Urban Forestry and Landscape Division, for a total purchase order amount of \$139,870.92.

RECOMMENDATION:

That the City Council:

1. Approve a change order in the amount of \$93,247.28 to Purchase Order No. 253783 for the purchase of two additional 2025 Ford F-150 XL 2WD SuperCab vehicles under Bid No. 8157, from Fritts Ford of Riverside, California, for the City of Riverside Public Works Department, Urban Forestry and Landscape Division, for a total purchase order amount of \$139,870.92; and
2. Authorize the City Manager, or designee, to execute a Change Order with Fritts Ford of Riverside, California to Purchase Order 253783.

BACKGROUND:

The General Services Department, Fleet Management Division (Fleet), collaborated with Water Field and Operations staff to develop specifications for formal procurement of one or more Ford F-150 XL 2WD SuperCab vehicles. Fleet evaluates all vehicle replacement criteria to ensure efficient management and replacement of vehicles. A vehicle may be eligible for replacement with motor pool replacement funding under differing circumstances including but not limited to ten (10)

to fifteen (15) years of usage; over 100,000 miles on the vehicle; condition of the vehicle; or the life-to-date maintenance and repairs costing more than a new vehicle.

On January 28, 2025, the City of Riverside Purchasing Division posted Bid No. 8157 for the procurement of one or more Ford F-150 XL 2WD SuperCab vehicles. The bid closed on February 14, 2025 with two qualified and responsive bidders. The bid response from Fritts Ford was deemed the lowest bidder in the amount of \$46,623.64 per vehicle. A Purchase Order No. 253783 for the purchase of one vehicle for the Public Works, Water Quality Control department was issued in February 2025.

Bidder	City	Total Price per Vehicle
Fritts Ford	Riverside, CA	\$46,623.64
Envision Ford of Duarte	Duarte, CA	\$47,358.79

DISCUSSION:

The Public Works Department, Urban Forestry and Landscape Division (Urban Forestry) recently collaborated with Fleet to develop specifications for the procurement of two vehicles for newly hired Urban Forestry and Landscape staff. Fleet determined that the required specifications aligned with recent Bid No. 8157 and confirmed with the successful bidder, Fritts Ford, that they would honor their bid pricing for an additional two vehicles. Combined with the previous vehicle purchase made by PW Water Quality Control, the revised total cost to procure two additional vehicles for Urban Forestry under Bid No. 8157 requires City Council approval and is summarized in the following table.

Bid 8157 – Purchase Summary

Department	Number of Vehicles	Total Cost
PW Water Quality Control	1	\$46,623.64
PW Urban Forestry	2	93,247.28
Revised Total Purchase Amount		\$139,870.92

Purchasing Resolution 24101, Section 602 states, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: (h) When Goods can be Procured from a Bidder who offers the same or better price, terms and conditions as the Bidder previously offered as the Lowest Responsive Bidder under Competitive Procurement conducted by the City or another public agency, provided that, in the opinion of the Manager, it is in the best interests of the City to do so;.”

Purchasing Resolution 24101, Section 1104 states. “Modifications to a Purchase Order shall be made only by Change Order, except that minor variances of \$200 or less, where the variance is due to sales tax or freight charges may be processed without a Change Order. Subject to the availability of funds, Change Orders may be utilized for purposes of (1) adding and/or deleting quantity of items being procured ... Change Orders which cumulatively exceed the following will require Awarding Entity approval: b) Any Change Order which causes the contract price to exceed the authorization in section 203 hereof, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity.”

The Purchasing Manager concurs that the recommended actions comply with Purchasing Resolution No. 24101, Section 602(h) and 1104.

The Public Works Director concurs with this report.

STRATEGIC PLAN ALIGNMENT:

This item 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.**

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

1. **Community Trust** – New vehicles will help to ensure that Landscape staff, can continue to perform their duties safely and efficiently, which will result in the greater public good.
2. **Equity** – This action will benefit the entire community by enabling tree and landscape services in public rights of way throughout the city.
3. **Fiscal Responsibility** – The General Services Department, Fleet Management Division is proposing this purchase in accordance with the City's Formal Procurement process per Purchasing Resolution 24101, to ensure the best price, terms and conditions.
4. **Innovation** – This action provides Landscape staff with the necessary equipment to perform day-to-day operations.
5. **Sustainability and Resiliency** – The purchase of these new vehicles for Landscape staff provided improved reliability, advanced safety features, and improved fuel efficiencies in addition to being designed with recycling in mind (incorporating more recyclable materials compared to older models).

FISCAL IMPACT:

The total fiscal impact of this action is \$93,247.28. Funding for this purchase is budgeted and available in the following funds and accounts.

Fund	Account	Description	Amount
General Fund	Urban Forestry, Automotive Equipment	4110110-462100	\$77,700.00
	Streets Construction Maintenance	4110100-424123	\$15,547.28
Total			\$93,247.28

Prepared by:	Jessica Gordon, Deputy General Services Director
Approved by:	Lee Withers, 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:	Rebecca McKee-Reimbold, Interim City Attorney