



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: MAY 7, 2024**

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

SUBJECT: RATIFY AN EMERGENCY PURCHASE ORDER FOR THE PURCHASE OF ONE HEAVY DUTY AERIAL PERSONNEL-LIFT VEHICLE FROM COMMERCE TRUCK EQUIPMENT SALES, LLC FOR THE PUBLIC WORKS TRAFFIC SIGNAL MAINTENANCE DIVISION IN THE AMOUNT OF \$148,436.31

ISSUE:

Ratify an emergency purchase order in the amount of \$148,436.31 for the purchase of one heavy duty aerial personnel-lift vehicle from Commerce Truck Equipment Sales, LLC of Norco, California for the Public Works Traffic Signal Maintenance Division.

RECOMMENDATIONS:

That the City Council ratify emergency purchase order number 243884 in the amount of \$148,436.31 for the purchase of one heavy duty aerial personnel-lift vehicle from Commerce Truck Equipment Sales, LLC of Norco, California for the Public Works Traffic Signal Maintenance Division.

BACKGROUND:

The Public Works Department, Traffic Signal Maintenance Division is responsible for maintaining over 500 lighted traffic devices throughout the City of Riverside. With a crew of only four technicians, it is crucial that vehicles are readily available, safe, and reliable in order to accomplish operational responsibilities. When a vehicle is out of service for an extended period, it has a negative impact on crew response times and increases expenditures.

DISCUSSION:

An essential piece of equipment that is utilized daily by the Traffic Signal Maintenance division is the heavy-duty aerial personnel lift truck, also known as a bucket truck. The main function of the bucket truck is to lift the maintenance technicians high enough to fix the broken or inoperable traffic signal lights. These trucks are necessary to ensure traffic signals are in good working order and are crucial when responding to emergency calls such as failing signal indications and damaged traffic lights. Failure to maintain traffic signals can create unsafe conditions that can result in injury or death to the public.

On January 22, 2024, one of the bucket trucks, unit E362, was involved in a traffic collision and as a result of the extensive damage, it was declared totaled and taken out of service. Prior to the accident, each of the four maintenance technicians had a bucket truck available for use to perform daily maintenance and repairs. Having to perform the necessary daily functions with one less truck has been extremely difficult for the maintenance technicians.

On May 2, 2023, the City Council approved the purchase of a new bucket truck for the Traffic Signal Maintenance Division in the amount of \$218,990. Unfortunately, the delivery of the new truck has an estimated lead time of over three years. Upon arrival, this new bucket truck will replace the oldest existing bucket truck, or it will be an addition to the fleet as a new traffic signal technician position is pending approval.

The Fleet Management Division of the General Services Department was able to find a comparable bucket truck that was available for purchase from a vendor located in Norco, California.

Year Make Model	Unit Price	Sales Tax	Fees	Total Price
2023 Dodge Ram 4500 (equipped with a service body and personnel-lift)	\$134,015.00	\$11,726.31	\$2,695.00	\$148,436.31

The total cost of the available bucket truck is substantially lower than the truck that has been ordered and can be put into service right away. The Fleet Management staff requested the issuance of an emergency purchase order in the amount of \$148,436.31 to ensure the signal maintenance technicians have the necessary equipment that is needed to ensure public safety. Emergency purchase order number 243884 was authorized by the Purchasing Manager on February 22, 2024, and issued on March 5, 2024.

Purchasing Resolution 24101, Section 301(c) which states, “An “emergency” shall be deemed to exist when...(c) A breakdown in machinery, facilities or essential services which requires the immediate Procurement of Goods, Services or Construction to protect the public health, welfare, safety, property, or personal/confidential information” and Section 602(a) which states, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required...(a) When an emergency arises and Emergency Procurement is undertaken pursuant to Article Three hereof.”

The Purchasing Manager concurs that the purchase is in accordance with Purchasing Resolution 24101, Section 301(c) and 602(a).

The Public Works Director concurs with this report.

STRATEGIC PLAN ALIGNMENT:

The recommended emergency purchase of the new bucket truck for the Public Works Traffic Signal Maintenance Division contributes to the City’s 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 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 Traffic Signal Maintenance Division has a safe and reliable vehicle available for use when performing routine maintenance as well as emergency repairs.
2. Equity – This action will benefit the entire community because it enhances city-wide services.
3. Fiscal Responsibility – This emergency purchase is in accordance with Purchasing Resolution 24101, Section 301(c) and Section 602(a).
4. Innovation – This purchase provides the Traffic Signal Maintenance technicians with the specialized equipment that is necessary for their operations.
5. Sustainability & Resiliency – This action will result in a vehicle that meets the very stringent South Coast Air Quality Management District (SCAQMD) requirements as well as Environmental Protection Agency (EPA) emissions regulations. This newer vehicle produces significantly less carbon emissions than the older vehicles.

FISCAL IMPACT:

The total fiscal impact of the action is \$148,436.31. The funds are budgeted and available in the Measure A Fund, New Traffic Signals Project Account Number 9834130-440313.

Prepared by:	Jessica Spiking, 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/ Treasurer
Approved as to form:	Phaedra A. Norton, City Attorney
Attachments:	Bill of Sale