



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: SEPTEMBER 5, 2023

FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL

SUBJECT: PURCHASE OF TWO ELECTRIC-POWERED FORD TRANSIT 350 CARGO VANS FROM PB LOADER CORPORATION FOR THE LIBRARY DEPARTMENT AND THE OFFICE OF COMMUNICATIONS IN THE TOTAL AMOUNT OF \$155,590.05.

ISSUE:

Approve the purchase of two electric-powered Ford Transit 350 cargo vans from PB Loader Corporation for the Library Department and the Office of Communications in the total amount of \$155,590.05.

RECOMMENDATIONS:

That the City Council:

1. Approve the purchase of one electric-powered Ford Transit 350 cargo vans from PB Loader Corporation for the Library Department in the amount of \$80,319.11 using funds from the American Rescue Plan Act; and
2. Approve the purchase of one electric-powered Ford Transit 350 cargo vans from PB Loader Corporation for the Office of Communications in the amount of \$75,270.94.

BACKGROUND:

Library Electric Cargo Van

The mission of the Riverside Public Library is to be the cultural and learning center for the community, encouraging the joy and wonder of reading, the wisdom of diverse ideas, and the power of lifelong learning. This new transit cargo van will be used to bring Library outreach activities, including story-times, crafts, and emerging technologies, to Riverside residents through participation at community events such as the City's, Recreation, and Community Services festivals, classroom visits, and other community activities. The vehicle will be outfitted some shelving to accommodate books as well as tables and chairs and various accessories to further the goal of bringing the library to all residents throughout the community.

ARPA Funding

The American Rescue Plan Act (ARPA) established the Coronavirus State and Local Fiscal Recovery Funds (Fiscal Recovery Funds) to aid eligible state, local, territorial, and Tribal governments. These funds may be used to respond to pandemic response needs including mitigation and prevention, provide support to communities and populations most impacted by the COVID- 19 pandemic, and to fill revenue shortfalls.

On February 7, 2023, the City Council approved the proposed second tranche ARPA Expenditure Plan to consider the second allocation in the amount of \$36,767,594. The first tranche allocation of \$36,767,594 was approved by City Council on November 9, 2021, bringing the total ARPA funding to \$73,535,189. The second tranche ARPA Expenditure Plan continues to address needs as defined by Federal ARPA guidelines. The Library Department has received \$345,000 of ARPA funding that has been allocated towards the “Your Library in your Neighborhood” project which includes the purchase of this new cargo van that will be used to make library services more accessible to each resident and ensure a contact-less pick up of materials.

Office of Communications Electric Cargo Van

The Office of Communications handles marketing initiatives on behalf of and within the City of Riverside including branding, multimodal communication, photography, web design, emergency notifications, television, and live streams. Currently, Communications staff utilizes an existing pick-up truck, unit C1270, which is not the ideal type of vehicle for their operations. The new transit cargo van will ensure that the video production and audio gear is protected, stored, and transported effectively and efficiently. Additionally, the transit cargo van has a higher roof and is lower to the ground allowing staff to effectively move equipment in and out of the vehicle quickly and efficiently. As an electric vehicle, the transit cargo van will also be able to power sound systems or other video equipment at field events.

The vehicle purchase will be funded by a combination of Public, Educational, and Governmental (PEG) fees in the Grants and Restricted programs fund and vehicle replacement funds accumulated in the Central Garage internal service fund. PEG fees support public access, educational, and governmental channels and programming, ensuring that the community has access to locally produced content and government proceedings.

DISCUSSION:

Sourcwell is a national service cooperative created to provide government procurement resources and solutions to members in government, education, and nonprofit sectors. Since the City of Riverside is a member of Sourcwell, PB Loader Corporation is able to provide the best overall government pricing in accordance with Cooperative Agreement Number 080521-PBL through this cooperative procurement process. Sourcwell released RFP #080521 on 07/17/2021 and received 30 responses on the Proposal Due Date of 08/05/2021. Four Sourcwell evaluators found six companies to be responsive and responsible. Sourcwell awarded the six companies, including PB Loader, in their March 2021 Board meeting. Per the awarded contract #080521-PBL, PB Loader is offering the City of Riverside cargo vans at a 5% chassis discount off of the manufacturer's list price, reducing the chassis price by \$2,715.00 for each vehicle.

The utilization of the Sourcwell Contract #080521-PBL is in accordance with Purchasing Resolution No. 23914, Section 602 (d) & (f), which state, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ... (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;... (f) When Cooperative Purchasing is available and undertaken or when Goods can be obtained through Federal, State and/or other public entity pricing contracts or price agreements”.

The two (2) vehicles being purchased require options that suit the needs of each department and are open market pricing, not part of the cooperative contract pricing.

Year Make Model	Using Department	Cooperative Pricing Total	Open Market Options Total	Sales Tax (8.75%)	Tire Fee	Total Price
2023 Ford E-Transit Cargo Van High-Roof	Library	\$51,585.00	\$22,262.00	\$6,461.61	\$10.50	\$80,319.11
2023 Ford E-Transit Cargo Van Medium-Roof	Office of Communications	\$51,585.00	\$17,620.00	\$6,055.44	\$8.75	\$75,270.94
					TOTAL	\$155,590.05

Purchasing Manager concurs that the recommendation is in accordance with Purchasing Resolution 23914, Section 602(f) & 602 (d).

The Library Director and the Marketing Officer concur with this report.

STRATEGIC PLAN ALIGNMENT:

The recommended purchase contributes to the City's Strategic Priority No. 4 *Environmental Stewardship* and Goal No. 4.6 – Implement the requisite measures to achieve citywide carbon neutrality no later than 2040.

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

1. **Community Trust** – This action build community trust by ensuring that Library and Communications staff have safe and reliable zero-emission vehicles while attending community events.
2. **Equity** – This action will benefit the entire community because these vehicles are electric-powered and produce zero emissions resulting in cleaner air for the community.
3. **Fiscal Responsibility** – To ensure the best costs, this purchase was negotiated exercising existing Purchasing policies from the current Purchasing Resolution 23914. Sourcwell offers a cooperative purchasing program with more than 400 competitively solicited contracts which ensures that the best price, terms, and conditions are negotiated. The evaluations were reviewed for this purchase and PB Loader Corporation's overall total was among the top-rated proposers with their pricing being some of the lowest available.
4. **Innovation** – These vehicles are equipped with the latest electric-powered technologies.
5. **Sustainability & Resiliency** – This action will result in zero-emission vehicles which aligns with the citywide goal of carbon neutrality.

FISCAL IMPACT:

The total fiscal impact of the action is \$155,590.05. Funds are budgeted and available in the funds and accounts as listed table below.

Fund	Program	Account	Amount
Grants & Restricted Programs	Library Neighborhood Services	8812000-440110	\$80,319.11
	CM-Communications/PEG	1140001-450055	\$43,270.94
Central Garage	Automotive Equipment	2215200-462100	\$32,000.00
Total			\$155,590.05

Prepared 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
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. Sourcewell Quote 11851 from PB Loader Corporation
2. Sourcewell Quote 11893 from PB Loader Corporation
3. Sourcewell Contract #080521-PBL