



City of Arts & Innovation

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL** **DATE: JUNE 20, 2023**

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

**SUBJECT: PURCHASE OF FIVE REPLACEMENT FORD F250 UTILITY TRUCKS FROM PB  
LOADER CORPORATION FOR THE GENERAL SERVICES AND PARKS,  
RECREATION, AND COMMUNITY SERVICES DEPARTMENTS IN THE TOTAL  
AMOUNT OF \$366,797.70 – SUPPLEMENTAL APPROPRIATION**

## **ISSUE:**

Approve the purchase of five replacement Ford F250 utility trucks from PB Loader Corporation for the General Services and Parks, Recreation, and Community Services Departments in the total amount of \$366,797.70.

## **RECOMMENDATIONS:**

That the City Council:

1. Approve the purchase of five replacement Ford F250 utility trucks from PB Loader Corporation for the General Services and Parks, Recreation, and Community Services Departments in the total amount of \$366,797.70; and
2. With at least five affirmative votes, authorize a supplemental appropriation in the amount of \$366,797.70 to Central Garage Fund, General Services Department Motor Pool, Automotive Equipment account from available fund balance.

## **BACKGROUND:**

The General Services Fleet Management Division evaluates all vehicle replacement criteria to ensure the efficient management and replacement of vehicles. The new vehicles would replace existing units which have extended periods of down time for repairs, exceeded their expected service life, and have accumulated excessive life to date maintenance costs. The vehicles that will be replaced are outlined in the following table:

Asset No.	Year Make Model	Using Department	Odometer	Replacement Reason
C1062	2008 Ford F250	Parks, Recreation and Community Services - Parks	95,681	14 years of age with excessive wear and tear and life to date maintenance cost.

C1063	2008 Ford F250	Parks, Recreation and Community Services - Parks	98,446	14 years of age with excessive wear and tear and life to date maintenance cost.
C1064	2008 Ford F250	Parks, Recreation and Community Services - Parks	69,000	14 years of age with excessive wear and tear and life to date maintenance cost.
C1082	2008 Ford F250	Parks, Recreation and Community Services - Parks	108,001	14 years of age with excessive wear and tear and life to date maintenance cost.
C859	2002 Ford F250	General Services – Building Services	120,565	21 years of age with excessive wear and tear and life to date maintenance cost.

### **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.

The utilization of the Sourcwell contract is in accordance with Purchasing Resolution No. 23914, Section 602(f), which states, “Competitive Procurement through the Informal Procurement and Formal Procurement process shall not be required in any of the following circumstances: ...(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 City is receiving a discount in the amount of \$19,259.00 on the five (5) Ford F250 utility trucks purchased from the Sourcwell contract, which reduced the total cost from \$386,056.70 to a revised cost of \$366,797.70.

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

The Park, Recreation and Community Services Director concurs with this report.

### **STRATEGIC PLAN ALIGNMENT:**

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

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 City departments have safe and reliable vehicles available to staff and crew members to use when performing operational duties.
2. **Equity** – This action will benefit the entire community because it enhances city-wide

services.

3. **Fiscal Responsibility** – Vehicles which have reached the end of their useful life cycle are more costly to operate and maintain. The General Services Fleet Management Division is proposing this purchase in accordance with Purchasing Resolution 23914, Formal Procurement process to ensure the best price, terms and conditions are negotiated.
4. **Innovation** – The General Services Fleet Management Division has an established vehicle replacement program to ensure departments are accruing funds for future replacement vehicles. These replacement vehicles will be purchased using funds from the Central Garage Fund Motor Pool Account.
5. **Sustainability & Resiliency** – This action will result in replacement vehicles that meet all South Coast Air Quality Management District (SCAQMD) requirements and ensure improved vehicular performance, safety, and efficiency.

### **FISCAL IMPACT:**

The total fiscal impact of the action is \$366,797.70. Upon Council approval a supplemental appropriation will be recorded in the Central Garage Fund, General Services Department Motor Pool, account number 2215200-462100. Sufficient funds are available in the Central Garage Fund's available fund balance to cover the \$366,797.70 supplemental appropriation.

The costs for the new utility trucks and the departments they shall be assigned to is outlined in the table below:

Year Make Model	Using Department	Unit Price (Includes Utility Body)	Sales Tax (8.75%)	Tire Fees	Qty	Total Price
2023 Ford F250	Parks, Recreation and Community Services - Parks	\$67,449.00	\$5,901.79	\$8.75	4	\$293,438.16
2023 Ford F250	General Services – Building Services	\$67,449.00	\$5,901.79	\$8.75	1	\$73,359.54
<b>Total</b>						<b>\$366,797.70</b>

Prepared by: Carl Carey, General Services Director  
 Certified as to availability of funds: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer  
 Approved by: Edward Enriquez, Interim Assistant City Manager/Chief Financial Officer/Treasurer  
 Approved as to form: Phaedra A. Norton, City Attorney

#### Attachments:

1. Sourcewell Quote 11799 from PB Loader Corporation
2. Sourcewell Contract #080521-PBL