



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 28, 2023

FROM: GENERAL SERVICES DEPARTMENT WARDS: ALL

SUBJECT: PURCHASE OF ONE 2023 FORD TRANSIT 350 CARGO VAN FROM PB
LOADER CORPORATION FOR THE LIBRARY DEPARTMENT IN THE AMOUNT
OF \$70,142.54.

ISSUE:

Approve the purchase of one 2023 Ford Transit 350 cargo van from PB Loader Corporation for the Library Department in the amount of \$70,142.54.

RECOMMENDATIONS:

That the City Council approve the purchase of one 2023 Ford Transit 350 cargo van from PB Loader Corporation for the Library Department in the amount of \$70,142.54.

BACKGROUND:

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 for daily delivery of supplies and materials between each of the eight Riverside public library locations and will enable the library staff to efficiently transport books for customers, supplies, and assist with furniture removal or transfer as needed. The current vehicle used to perform these tasks is undersized, over 18 years old, and over 145,000 miles therefore reaching the end of its useful service life.

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 \$73,535,188. 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 to make library services more accessible to each resident and ensure a contact-less pick up of materials.

DISCUSSION:

Sourcewell 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 Sourcewell, 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. Sourcewell released Request for Proposal #080521 on 07/17/2021 and received 30 responses on the Proposal Due Date of 08/05/2021. Four Sourcewell evaluators found six companies to be responsive and responsible. Sourcewell awarded the six companies, including PB Loader, in their March 2021 Board meeting. Per awarded contract #080521-PBL, PB Loader Corporation is offering the City of Riverside a 5% chassis discount off the manufacturer's list price, reducing the chassis price by \$3,378.00 for the cargo van.

Year Make Model	Unit Price After Sourcewell Discount	Sales Tax (8.75%)	Tire and Delivery Fees	Total Price
2023 Ford Transit 350 Cargo Van (Low Roof)	\$64,169.00	\$5,614.79	\$358.75	\$70,142.54

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

The Library Director concurs with this report.

STRATEGIC PLAN ALIGNMENT:

The recommended purchase contributes to the City’s Strategic Priority No. 1 *Arts, Culture, and Recreation* and Goal No. 1.2 – Enhance equitable access to arts, culture, entertainment, and recreational service offerings and facilities.

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 Library staff have a safe and reliable vehicle while attending community events.
2. **Equity** – This action will benefit the entire community as this vehicle will provide equitable access to a variety of Library outreach activities.

3. **Fiscal Responsibility** – To ensure the best costs, this purchase was negotiated exercising existing Purchasing policies from the current Purchasing Resolution 23914. Sourcewell 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 competitive pricing.
4. **Innovation** – This vehicle is an innovative way to bring the benefits of what the Riverside Libraries have to offer to other community activities and events.
5. **Sustainability & Resiliency** – This action will result in a new vehicle that will be used to encourage life-long learning and community well-being for many years to come.

FISCAL IMPACT:

The total fiscal impact of the action is \$70,142.54. The funds are budgeted and available in the Grants & Restricted Programs Fund, Library-Neighborhood Services, Federal Operating Grants expenditure account number 8812000-440110.

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/Chief Financial Officer/ Treasurer
Approved as to form:	Phaedra A. Norton, City Attorney

Attachments:

1. Sourcewell Quote 11913 from PB Loader Corporation
2. Sourcewell Contract #080521-PBL