

## Legislation Text

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File #: #18-297, Version: 1

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**PREPARED BY:** LT. M. GANCASZ

**DATE OF MEETING:** 09/17/2018

**SUBJECT:**

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO AUTHORIZING THE CITY MANAGER TO (1) PURCHASE ONE POLICE PRISONER TRANSPORT VAN WITH EXTENDED WARRANTY AND MAINTENANCE PLAN FOR \$41,978; (2) AUTHORIZE THE CITY MANAGER TO EXECUTE A CONTRACT WITH PUBLIC SAFETY EQUIPMENT TO FULLY OUTFIT THE VEHICLE WITH EMERGENCY EQUIPMENT FOR \$24,555; (3) AUTHORIZE AN ADDITIONAL \$3,326 (APPROXIMATELY 5%) FOR CONTINGENCY FOR A TOTAL PURCHASE AUTHORIZATION OF \$69,859; AND (4) AUTHORIZE THE CITY MANAGER TO FORGO THE FORMAL BID PROCESS PURSUANT TO SAN PABLO MUNICIPAL CODE SECTION 3.16.110 (D) (3)(4)&(5)

**CITY MANAGER RECOMMENDATION**

Adopt Resolution

**COMPLIANCE STATEMENTS**

Budget Spending Controls and Standardize Patrol Car Fleet with Preventive Maintenance Program are adopted policy items under the FY 2018-21 Council Priority Workplan, effective November 1, 2017.

**CEQA Compliance Statement**

This proposed action is not a project under CEQA pursuant to Guidelines section 15378(b)(2): Continuing administrative or maintenance activities, such as purchases of supplies that will not result in direct or indirect physical changes in the environment.

**BACKGROUND**

On June 4, 2018, the City Council authorized the City Manager to appropriate \$272,730 from the General Fund Designated Reserves (PD Traffic Enforcement Program) to the Vehicle Replacement Fund (102-2110-46300) for the purchase of two motorcycles and two patrol command vehicles at a total cost of \$139,615 (Resolution 2018-072). Staff further requested City Council to authorize the \$133,115 balance to remain available in the Vehicle Replacement Fund for the purchase of a commercial traffic enforcement truck and prisoner transport van in FY 2018/19. Staff advised they would return to the City Council at a later time to request authorization to make those purchases. At this time staff is requesting approval to proceed with the purchase of the prisoner transport van.

In July 2018, the Police Department's prisoner transport van became inoperable. Estimates to repair the van exceed the overall value based on model year, mileage and component cost. Absence of this vehicle hampers essential operations of the Police Department and creates increased risk to officer and public safety.

Normally, Municipal Code Section 3.16.080 would require a formal bid process for procurement of

equipment in excess of \$25,000. However, due to the Police Department's operational emergency, staff requests the immediate procurement of a new prisoner transport van to ensure operational efficiency.

San Pablo Municipal Code Section 3.16.110, Exceptions to the bid policy, allows the City to forgo the formal bid process when an emergency requires the immediate procurement of supplies, equipment or services. Such procurements are exempted from the formal and informal bid requirements. An emergency shall be deemed to exist only if:

- (3) There is a breakdown in machinery or an essential service which requires the immediate procurement of supplies and equipment to protect the public health, welfare or safety.
- (4) An essential departmental operation affecting the public health, welfare or safety would be greatly hampered if the prescribed purchase would cause an undue delay in the procurement of the needed item.
- (5) The city manager determines that an emergency purchase is necessary to ensure operational efficiency and/or fiscal responsibility for the city.

Pursuant to this competitive bidding exception, staff requests a waiver of the formal bid process and recommends the prisoner transport van be purchased immediately through the Monarch Ford Fleet Group for a cost not to exceed \$41,978 including extended warranty, maintenance package, tax license and delivery fees. The Police Department has used the Monarch Ford Fleet Group in the past and staff is happy with their service.

In June of 2017, City Council approved Public Safety Equipment (PSE) as the Police Department's equipment outfitting vendor (Resolution 2017-176). Staff recommends that PSE be awarded the contract to outfit the prisoner transport van with state of the art emergency equipment and a containment insert, including sales tax for a total cost of \$24,555. The Police Department has used PSE in the past to outfit vehicles with emergency equipment and staff is happy with their service.

### **FISCAL IMPACT**

A total of \$41,978 is available to be allocated from the Vehicle Replacement Fund (102-2110-46300) to purchase the transport van from Monarch Ford; \$24,555 is available to be allocated from the Vehicle Replacement Fund (102-2110-46300) to execute a contract with Public Safety Equipment to outfit the van with emergency equipment. For FY 2018/19 the total expenditure for this purchase is \$66,533 with a 5% contingency of \$3,326 for a grand total of \$69,859. This will leave an available balance of \$63,256 in the Police Vehicle Replacement budget of \$133,115. The total fiscal impact of the van purchase and equipment outfitting will not exceed \$69,859.