



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

**Prepared by: Bill Guerin,
Director of Public Works**

City Manager Approval: _____

TOPIC: VEHICLE PURCHASES

SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO PURCHASE TWO (2) AMBULANCES FOR THE FIRE DEPARTMENT IN A TOTAL AMOUNT NOT TO EXCEED \$630,000.

RECOMMENDATION:

Adopt the resolution authorizing the City Manager to purchase two (2) ambulances for the Fire Department in a total amount not to exceed \$630,000.

BACKGROUND:

The City of San Rafael’s vehicle fleet consists of 204 vehicles. This includes passenger cars, ambulances, Fire Department engines, police motorcycles, Public Works vacuum trucks, and dump trucks.

The City adopted a Fleet Management Policy and Procedures on September 6, 2012 (Attachment 3). In addition to outlining the role of the fleet manager and various policies around replacement and repairs (including a commitment to purchase “green” e.g. hybrid or electric vehicles whenever possible), the Policy and Procedures document suggests a useable life for fleet vehicles by type. However, the decision to replace a vehicle (such as an ambulance) is ultimately dependent on wear, safety, mechanical condition, repair history and cost, the department’s operational needs, and available finances. The usable life schedule outlined in the Fleet Policy and Procedures serves as a guide for estimating when replacement should occur; and vehicles are not necessarily replaced in the number of years dictated by this schedule.

The Fire Department Ambulance fleet currently consists of six ambulances. Two ambulances – housed at Stations 52 and 57 – are staffed 24/7 and are used for most ambulance transports. In addition, there are two cross-staffed ambulances at Stations 55 and 56, plus two reserve ambulances. Information about the vehicle fleet is provided in Figure 1 below:

FOR CITY CLERK ONLY

File No.: _____

Council Meeting: _____

Disposition: _____

Figure 1. Current SRFD Ambulance Fleet

Unit Number	Vehicle Year	Mileage	Make	Current Usage	Notes
103-13	2013	83,000	Chevrolet	Cross-staffed	Meets standards
107-18	2017	52,000	Ford	24/7 staffed	Meets standards
109-11	2011	67,000	Chevrolet	Reserve	Needs replacement
110-17	2017	82,000	Ford	24/7 staffed	Meets standards
121-12	2012	111,000	Chevrolet	Reserve	Needs replacement
140-17	2017	68,000	Ford	Cross-staffed	Meets standards

The existing reserve ambulances (Unit #121-12 and #109-11) do not meet current fleet standards due to age. They are missing safety features such as 360-degree cameras, and paramedic restraint systems within the patient compartment. Unit #121-12 is 9 years old, has 111,000 miles, and is not mechanically reliable. Unit #109-11 is 10 years old with 67,000 miles and is becoming harder to maintain due to age.

Historically, front line ambulances have been moved to reserve status at five years. Current market conditions for ambulances are leading to rapidly rising vehicle cost and long delivery times. With the current delivery estimate of one year for replacement ambulances, our front-line ambulances will be approaching five years old with an average of 83,000 miles by the time of estimated delivery.

ANALYSIS:

The Department believes it is prudent to purchase replacement ambulances for the two front line ambulances that are nearly four years old and have an average of 67,000 miles. The replaced front line ambulances would continue to see active service as cross-staffed ambulances. Two cross-staffed ambulances would be moved to reserve status and the current reserve ambulances (Unit #121-12 and #109-11) would be disposed of, maintaining our current fleet inventory of six ambulances.

The ambulance manufacturer is Leader Emergency Vehicles. A quotation was available through the Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program, which provides preferred pricing and discounts for municipal agencies. Pursuant to Chapter 2.55 of the San Rafael Municipal Code, competitive bidding is not required for purchases through a cooperative purchasing agreement such as the contract being used here.

The combined price for the two ambulance is \$609,663.90. The price includes a municipal discount and multi-unit discount, as well as a commodities surcharge. The price includes all add-on safety features and outfitting required to make the vehicles Code 3 (lights and sirens) compatible, with one exception: unaccounted for in the quotations is the cost of installing technology hardware for traffic preemption. The Department is estimating up to \$16,000 in additional costs (\$8,000 per ambulance) for this installation.

The expectation is that the ambulances will be in service late 2022 or early 2023.

FISCAL IMPACT:

There are sufficient funds available in the Vehicle Replacement Fund (#600) for the proposed ambulance purchases. The equipment inside the ambulances will be purchased from the Fire Department Equipment Replacement Fund (#602), which is established for the purposes of replacing technical and safety equipment.

All City departments pay into the Vehicle Replacement Fund each year as an internal service charge. The amount they pay is based on the number and dollar value of vehicles/equipment the Department utilizes and amortized over the anticipated useful life.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Approve the resolution authorizing the City Manager to purchase two ambulances for the Fire Department in a total amount not to exceed \$630,000.
2. Direct the Department of Public Works to modify the proposed two ambulances to be purchased.
3. Direct the Department of Public Works to withhold the purchase the two ambulances.

RECOMMENDED ACTION:

Adopt Resolution and authorize the City Manager to purchase the proposed two ambulances.

ATTACHMENTS:

1. Resolution
2. Exhibit A to Resolution – QUOTATION
3. Fleet Management Policy and Procedures

RESOLUTION NO.

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL
AUTHORIZING THE CITY MANAGER TO PURCHASE TWO (2) AMBULANCES FOR
THE FIRE DEPARTMENT IN A TOTAL AMOUNT NOT TO EXCEED \$630,000.**

WHEREAS, San Rafael's various departments operate a fleet of 204 street-legal vehicles and the Department of Public Works maintains 66 heavy equipment vehicles; and

WHEREAS, the management and replacement of the City's fleet of vehicles and equipment is governed by the guidelines set forth in San Rafael's Fleet Management Policies and Procedures document issued September 6, 2012; and

WHEREAS, the Public Works and Fire Departments are recommending the replacement of two ambulances: vehicles 109-11 and 121-12 which have been in operation for 10 and 9 years, respectively, and do not meet current fleet standards; and

WHEREAS, the ambulances are critical to the timely and effective emergency and paramedic services the Fire Department provides to the community and greater San Rafael area; and

WHEREAS, the City has the ability to competitively procure the equipment needed to fit the department's and community's safety needs through Houston-Galveston Area Council (HGAC), a Cooperative Purchasing Program for municipal agencies; and

WHEREAS, \$614,000 shall be appropriated in the Vehicle Replacement Fund (#600) and \$16,000 shall be appropriated in the Fire Equipment Replacement Fund (#602) to support this purchase; and

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of San Rafael authorizes the City Manager to execute the purchase of two new ambulances for the Fire Department, as described in Exhibit A attached hereto and incorporated herein,

in accordance with the guidelines set forth in San Rafael's Fleet Management Policies and Procedures, issued on September 6, 2012, in a total amount not to exceed \$630,000.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on Monday, the 15th day of November 2021 by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk



CONTRACT PRICING WORKSHEET
For MOTOR VEHICLES Only

Contract No.:

AM10-18

Date Prepared:

*This Form must be prepared by Contractor, and provided to End User to attach to Purchase Order, with copy to H-GAC.
The H-GAC administrative fee shall be calculated and shown as a separate line item. Please type or print legibly.*

Buying Agency:	San Rafael Fire Department	Prepared By:	PROFESSIONAL AMBULANCE SALES & SERVICE
Contact Person:	Conan Kelly	Phone:	NATALIE CARROLL
Phone:	(415) 256-9076	Fax:	866-356-2236
Fax:		Email:	
Email:	Conan.Kelly@cityofsanrafael.org		natalie.carroll@proambulance.net

Product Code:	AM20KA12	Description:	#NAME?
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract: 194,497

B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.
(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
SEE ATTACHED PAGE			
		Subtotal From Additional Sheet(s):	52,431
		Subtotal B:	52,431

C. Unpublished Options - Itemize below / attach additional sheet(s) if necessary.
(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
SEE ATTACHED PAGE			
		Subtotal From Additional Sheet(s):	274,021
		Subtotal C:	27,402

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B). **For this transaction the percentage is:** 11%

D. Other Cost Items Not Itemized Above (e.g. Installation, Freight, Delivery, Etc.)

Description	Cost	Description	Cost
Deleivery	3400	Ca Sales Tax @ 9%	24,689.70
Final Inspection at Horton Grove City OH.	2800		
Tire Fees	12.25		
		Subtotal D:	30,901.95

E. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C+D)

Quantity Ordered:	1	X Subtotal of A + B + C + D:		=	Subtotal E:	305,232
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F. H-GAC Fee Calculation (From Current Fee Tables) **Subtotal F:** 1,000

G. Trade-Ins / Other Allowances / Special Discounts

Description	Cost	Description	Cost
		Subtotal G:	

Delivery Date: **H. Total Purchase Price (E+F+G):** 306,232



10941 Weaver Avenue
 South El Monte, CA 91733

Steve De La Montanya, Sales Representative
 Mobile: (707) 529-7522
 steve.delamontanya@leader-ambulance.com

QUOTATION

26-Aug-2021

San Rafael Fire
 1039 C Street
 San Rafael , CA. 94901

QUANTITY	TERMS COD	FOB FOB: 111 Morphew Street San Rafael, CA	SHIP VIA Ground	Pricing	
QUANTITY	DESCRIPTION			EACH	EXTENDED AMOUNT
2	HGAC DODGE 5500/HORTON 623 CUSTOM AMBULANCE			\$ 264,769.00	\$ 529,538.00
2	REV Commodities Sur-Charge (orders after 7/1/21)			\$ 9,561.00	\$ 19,122.00
Sub-Total				\$ 274,330.00	\$ 548,660.00
2	Sales Tax @ 9.00% (City of Rafael)			\$ 24,689.70	\$ 49,379.40
2	Estimated DMV Fees N/A Exempt.			\$ -	\$ -
2	CA Tire Fee \$1.75 (Per Tire)			\$ 12.25	\$ 24.50
2	Delivery			\$ 3,400.00	\$ 6,800.00
2	HGAC Admin Fees			\$ 1,000.00	\$ 2,000.00
1	Final Inspection:Horton Grove City OH. Grove City OH, 2 personnel 2 night 3 day			\$ 2,800.00	\$ 2,800.00
TOTAL QUOTED AMOUNT				\$ 306,231.95	\$ 609,663.90

Estimated Delivery: 365 Days from receipt of Signed Order.

Customer Approval:

Payment: (Please check one)

Signature _____

Leasing

Company Check

Wire Transfer

Date _____

Purchaser agrees to defend, indemnify and hold Halcore Group Inc., dba Leader Industries, harmless from any claims, costs (including actual attorney's fees), damages and liabilities caused in whole or in part by any alteration or modification of, or changes or additions to these purchased products.

TERMS: All Vehicle Sales Are C.O.D.

Titles to be Processed Upon Receipt of Payment in Full.

Quotation is valid for 60 days

THANK YOU FOR YOUR BUSINESS

 **LEADER**
EMERGENCY VEHICLES
10941 Weaver Avenue
South El Monte, CA 91733

Steve De La Montanya, Sales Representative
Mobile: (707) 529-7522
steve.delamontanya@leader-ambulance.com

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Tire Fee Calculation - Each
Van \$8.75
Mod \$12.25



CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Policy No.	
Subject:	Fleet Management Policy
Resolution No.	
Issue Date:	September 6, 2012
Revision Date:	
Prepared By	Richard Landis
Approved By:	<i>Nancy Marshall</i>

FLEET MANAGEMENT POLICY AND PROCEDURES

PURPOSE: The City of San Rafael establishes this policy to govern the management of the City's vehicle fleet.

SCOPE: The acquisition, outfitting and replacement of all City vehicles.

DEFINITIONS: "City vehicle" shall include all automobiles, trucks, motorcycles, or any other equipment registered with the Department of Motor Vehicles and owned, leased, or rented by the City. "Fleet Manager" shall be the Director of Public Works or his/her designee.

POLICY:

General Provisions

Fleet Manager

The role of the Fleet Manager is to advise the City Manager and City Council on matters relating to the City's vehicle fleet. The Fleet Manager shall communicate with all department directors regarding vehicle needs and submit timely reports to the City Manager. The Fleet Manager is committed to the following principles:

1. The size and nature of the City's fleet is governed primarily by need and function, i.e., the number of vehicles should be no greater than what is necessary to provide public services in an efficient manner. Each vehicle within the fleet should be minimally specified to fulfill its intended function, providing operators with a comfortable and modestly-appointed vehicle with which to deliver services in a cost-effective manner.
2. Vehicles should be selected with a strong preference for fuel efficiency and hybrid and alternative fuel technology. The City will strive to reduce the negative impact of its fleet upon the environment by reducing greenhouse gas emissions.
3. Vehicles with the lowest long-term maintenance and repair costs and occupant safety are preferable.

Department Budgeting for Additional Vehicle Acquisition

Before a department determines the need to add a vehicle to its inventory, it shall first check with the Fleet Manager and the Finance Department to determine whether an existing vehicle is available elsewhere in the fleet that may meet the department's needs. If none is available, the requesting

department shall submit a vehicle addition request to the Fleet Manager with the following information:

- The purpose for which the vehicle is needed
- The type of vehicle requested and the total estimated purchase price
- The estimated total cost of any special auxiliary equipment or equipment packages above what might be considered standard equipment. The cost of adding a new vehicle to the fleet shall be paid by the requesting department. Internal service charges to that department's budget shall be established at the time of vehicle purchase to ensure adequate future funding for the vehicle's eventual replacement.

Vehicle Acquisition

All departments shall submit vehicle purchase requests to the Fleet Manager. The Fleet Manager will consider requests, consult with the Finance Department to ensure that there are sufficient funds for the new vehicle request, and review vehicle specifications for conformance with the provisions and intent of the Fleet Policies and Procedures. All vehicle purchases shall be administered by the Fleet Manager and shall comply with bidding procedures, when applicable, to ensure competitive pricing. Invoices for new vehicle purchases and equipment installation shall be administered by the Fleet Manager with pre-approved departmental account codes established to meet the invoice totals.

Vehicle Replacement Funding

Funding for vehicle acquisition and supplemental equipment shall be established through monthly internal service charges to the department operating the vehicle, over the projected useable life of that vehicle. An annual inflation factor is applied to the department's internal service charge to account for anticipated increases in future vehicle costs.

Vehicle Replacement Schedule

City vehicles are eligible for replacement on the basis of the following established useable life recommendations:

Vehicle Description	Useable Life
Sedans, SUV's, vans, light and medium duty trucks (up to 8,600 gross vehicle weight)	10 years
Heavy duty trucks (over 8,600 gross vehicle weight)	15 years
Police patrol/traffic vehicles	5 years
Police unmarked vehicles	8 years
Police motorcycles	4 years
Parking enforcement buggies	5 years
Fire command vehicles	7 years
Fire pumper engines	15 years
Fire ladder trucks	20 years
Ambulances	5 years

Off-road maintenance and construction equipment shall be replaced when economically or operationally justified. When a vehicle in this group approaches the end of its anticipated life cycle, a cost/benefit analysis shall be performed to justify vehicle replacement.

These useable life standards are for vehicle replacement financial estimating purposes only. When a vehicle reaches the end of its established useable life and the department operating the vehicle requests replacement, each vehicle shall be assessed by the Fleet Manager and Vehicle Maintenance Division to determine if replacement is justified, given general vehicle condition, mileage, maintenance and repair history, safety considerations, etc. Extension of the useable life of any vehicle shall be at the discretion of the Fleet Manager and the requesting department. Likewise, a department may request a vehicle replacement prior to the end of its established useable life. The Fleet Manager shall review all such requests in consultation with the Finance Department and Vehicle Maintenance Division. Requests for early replacement shall be accompanied by a thorough justification, including objective criteria supporting the request. The cost of early replacement, if any, shall be borne by the requesting department.

If a department determines that an assigned vehicle is no longer needed, the vehicle shall be returned to the Vehicle Maintenance Division for re-allocation within the fleet or disposition as surplus.

Disposition of Surplus Vehicles

All vehicles accepted by the Vehicle Maintenance Division for replacement or permanent elimination from the fleet shall be consigned to public auction with the City's designated auction service. Departments shall deliver vehicles being replaced to the Vehicle Maintenance Division prior to accepting the new replacement vehicle.

Maintenance and Repair of Vehicles

Preventive and Routine Maintenance and Repairs

The Vehicle Maintenance Division shall notify departments of upcoming scheduled maintenance for vehicles operated by that department and will schedule the date and anticipated duration of the scheduled maintenance. If possible, the department operating the vehicle shall deliver it to the Vehicle Maintenance Division. If necessary, Vehicle Maintenance will pick up the vehicle at its customary parking location and return it when scheduled maintenance is complete.

Unscheduled Repairs

In the event a vehicle requires immediate or unscheduled repair during normal work hours, operators should call the Vehicle Maintenance Division (458-5345), or take the vehicle to the Public Works facility at 111 Morphew Street for assessment. If the vehicle cannot be operated or is unsafe to operate, the driver should call the Vehicle Maintenance Division for road service, towing, or advice. After normal working hours, vehicle operators should call the non-emergency Police Department dispatch number (485-3000) for towing or road assistance. Vehicle operators must notify their supervisors, as well as the Fleet Maintenance Division, in the event of a vehicle failure.

Reimbursement for Personal Expense for City Vehicle Repair

Certain emergencies may occur during non-working hours that can be easily remedied at a service station (for example, a flat tire or radiator hose). Department Directors whose employees routinely work outside of normal working hours shall develop appropriate policies governing the authority of vehicle operators to affect emergency repairs during non-working hours with the intended goal of delivering uninterrupted public service. These departmental policies shall be forwarded to the Fleet Manager for reference.