



# Agenda Item

## City Council

Item #: 3.20.

11/9/2021

File #: 21-0602

**TO: Honorable Mayor and Members of the City Council**

**THRU: Thomas R. Hatch, Interim City Manager**

**FROM: Christopher Cash, Public Works Director**

### 1. SUBJECT

Authorization to purchase signage, traffic control devices, roadway material, and vehicle parts and labor services for the Public Works Field Services Division.

### 2. SUMMARY

Authorize purchase orders in excess of the \$30,000 per vendor purchasing limit with BC Traffic Specialists for signage and traffic control devices, Gary Bale Redi Mix for concrete material, and Cal-State Auto Parts, Fire Solutions Apparatus, and Pete's Road Service (a sole source vendor) to support fleet maintenance, including specialized emergency services vehicles parts and services. One of five vendors is a sole source vendor and all are in excess of the \$30,000 per vendor purchasing limit.

### 3. RECOMMENDED ACTION

1. Approve purchase order for traffic control devices and signage with BC Traffic Specialists for \$60,000.
2. Approve purchase order for concrete material and delivery with Gary Bale Redi Mix for \$60,000.
3. Approve purchase order for parts and services with Cal-State Auto Parts for \$40,000.
4. Approve purchase order for parts and services with Fire Solutions Apparatus for \$60,000.
5. Approve purchase order for parts and services with Pete's Road Service, Inc., a sole source vendor, for \$75,000.

### 4. FISCAL IMPACT

The total expenditure for these purchases is \$295,000 and will be funded through:

General Fund (100)	\$120,000
Equipment Expense (710)	<u>175,000</u>
Total:	\$295,000

### 5. STRATEGIC PLAN GOALS

Goal 1: Provide for a Safe Community

- b. Provide and maintain infrastructure necessary to ensure the safety of the public.

Goal 4: Provide Outstanding Public Service

b. Provide facilities and services to meet customer expectations

## 6. DISCUSSION AND BACKGROUND

The Field Services Division of the Public Works Department uses the informal bid process to purchase required materials by requesting that all participating vendors provide pricing for each individual item needed. Staff requests bids from at least three independent vendors to ensure the City gets the best price in a timely manner.

The vendors detailed below provide some of the lowest prices and, as such, the City routinely spends over the \$30,000 per year limit per vendor. To continue purchasing from these vendors when they offer the lowest bid, provide unique material and services, or meet timing deadlines in emergency situations, staff is requesting the City Council authorize the purchase orders, on an as needed basis and for the amounts shown in the below tables, for Fiscal Year 22.

Council is also authorized to approve procurement of certain materials, supplies, equipment and services that are unique to only one vendor, pursuant to Section 3.08.290 of the Orange Municipal Code.

The following two vendors continuously provide different traffic control devices, signs and concrete material. The amount of purchases from each vendor is over the \$30,000 per year limit per vendor.

<b>Vendor</b>	<b>Amount</b>
BC Traffic Specialist	\$60,000
Gary Bale Redi Mix	\$60,000

The Field Services Division purchases many different types of parts and outside services, which at times requires a unique provider for each. Pete's Road Service, Inc. provides both tires and 24-hour emergency roadside service for our large vehicles (i.e. fire apparatus). They also have the distinctive local ability to service larger Class 7 & 8 trucks which, due to weight capacity limitations, cannot be accommodated by the City's garage. Staff has researched available competitive options and, with the approval of the City Manager, certifies this one vendor is the only one able to supply the materials and services within the timeframe and/or under the terms and conditions which reasonably meet the needs of the Public Works Field Services Division.

Cal-State Auto Parts provides general auto parts at the lowest cost compare to other local vendors. Fire Solutions Apparatus provides fire apparatus parts and specialized repairs.

<b>Vendor</b>	<b>Amount</b>
Cal-State Auto Parts	\$40,000
Fire Solutions Apparatus	\$60,000
Pete's Road Services	\$75,000

## 7. ATTACHMENTS

- None