



Midpeninsula Regional
Open Space District

R-14-72
Meeting 14-11
April 23, 2014

AGENDA ITEM 6

AGENDA ITEM

Authorization to Purchase Capital Equipment for the Operations, Public Affairs and Real Property Departments at a Total Cost Not to Exceed \$740,000

GENERAL MANAGER'S RECOMMENDATIONS

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1. Authorize the General Manager to execute a purchase contract with the State Department of General Services and associated contract dealers for three patrol vehicles, two administrative vehicles, and two maintenance vehicles, for a total cost not to exceed \$350,000.
2. Authorize the General Manager to execute a purchase contract with the State Department of General Services and associated contract dealers for one excavator and one ten wheel dump truck for a total cost not to exceed \$390,000.

SUMMARY

The Board approved \$740,000 in the FY2014-15 budget for the purchase of the following capital equipment: replacement of five field vehicles which have reached the end of their useful life, the addition of two additional Administrative office vehicles which will be assigned to the Real Property Department and Volunteer Project Lead function, and the purchase of a large excavator and 10-wheel dump truck that will be assigned to the Foothills Field Office for use in completing various maintenance projects. The General Manager recommends purchase of these nine pieces of capital equipment through the District's existing contract with the State Department of General Services and associated contract dealers, in order to achieve cost savings and minimize staff time during the purchase process.

DISCUSSION

The District's five-year capital equipment schedule provides for three replacement patrol vehicles, two additional administrative vehicles, two replacement maintenance trucks, one excavator, and one ten wheel dump truck. The District's ability to purchase vehicles through an existing contract with the California Department of General Services (CA DGS) provides a significant cost savings and greatly reduces the amount of staff time that would otherwise be required if the District conducted a separate bid process for each vehicle.

If the required vehicles and equipment are not available thru CA DGS contracts staff will attempt to purchase them using contacts from other approved cooperative purchasing agreements. If no contracts are available that meet District needs staff will return to the Board for authorization to solicit bids directly from the manufacturer.

Patrol and Maintenance

The three new patrol vehicles and two new maintenance vehicles will replace current District vehicles that have reached the end of their useful service life and will be sold at public auction.

Volunteer Project Lead

The Volunteer Project Lead is a new position as of FY2014-15 and requires a 4-wheel drive work truck to haul tools, supplies, and to periodically transport volunteers to work sites. The Volunteer Project lead runs both the ARMS program and many of the Outdoor Service Projects. The position regularly moves between field sites and the four District offices. The daily use of a vehicle, movement between offices and the type of vehicle needed makes it impractical to share a vehicle in the District vehicle pool. The current truck used by Volunteer Project Lead is beyond the end of its useful life and is being used temporarily before being sold at public auction.

Real Property

The Real Property Department has several positions that have a heavy field component that require having a separate vehicle. The two Real Property Specialists, Real Property Manager and Administrative Assistant deal with rental properties, agriculture leases, encroachments, and potential land purchases that require a 4-wheel drive vehicle to be regularly available. The department is currently using another Operations vehicle that is scheduled to be sold at auction this year.

Foothills Field Office

The purchase of a large excavator will be a versatile addition to the Foothills area for road projects, such as culvert replacement, drainage improvements, and road repair projects. It will also be used for brush clearing, fire breaks, and exotic vegetation removal and will be available for emergency culvert clearing, downed tree removal, and other storm related events. Due to the numerous projects for which an excavator will be useful, purchasing is more economical, efficient and practical than renting.

Purchasing a 10-wheel dump truck will enable staff to complete projects more effectively and the higher Gross Vehicle Weight Rating of this truck will enable transporting larger loads of material to project sites in outlying areas, therefore reducing costs of hiring private transport trucks. In addition, the larger towing capacity of this truck will make transporting equipment in steep terrain easier resulting in reduced wear on our smaller dump truck. Due to the numerous projects for which a 10-wheel dump truck is useful, purchasing is more economical, efficient and practical than renting.

FISCAL IMPACT

It is estimated that purchase of the vehicles and equipment will cost \$740,000. The funding for the purchase of these vehicles and equipment was included in the FY2014-15 budget (R-14-60), which was adopted by the Board at its March 26, 2014 regular meeting.

BOARD COMMITTEE REVIEW

There was no Committee review for this agenda item as this is brought before the full Board annually.

PUBLIC NOTICE

Public notice was provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

No environmental review is required as the recommended action is not a project under the California Environmental Quality Act (CEQA).

NEXT STEPS

If approved by the Board, staff will prepare purchase orders for the vehicles and equipment utilizing the State of California Department of General Services contracts or other approved cooperative procurement contract.

Responsible Department Head:
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