Midpeninsula Regional
Open Space District

R-19-91
Meeting 19-18
July 10, 2019

AGENDA ITEM 9

AGENDA ITEM

Authorization to Purchase Capital Equipment for Fiscal Year 2019–20

GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to execute a purchase contract with the California Department of General Services and associated contract dealers for one patrol vehicle, four maintenance vehicles, and one administrative office pool vehicle for a total cost not-to-exceed $391,500.

2. Authorize the General Manager to execute a purchase contract with the California Department of General Services and associated contract dealers for one mowing tractor for a total cost not-to-exceed $188,000.

SUMMARY

Annually, the District purchases vehicles and machinery to provide transportation and required equipment for administrative, maintenance, patrol, and capital projects staff. These vehicles and machinery are purchased through an existing contract with the California Department of General Services (DGS), which provides significant cost savings. All of the vehicles proposed for purchase for Fiscal Year 2019–20 (FY2019–20) are either replacement vehicles or additional vehicles needed to serve increased staffing and project demands. The total cost of vehicles and equipment for FY2019–20 is not-to-exceed $579,500.

DISCUSSION

Annually, the District purchases vehicles and machinery to provide transportation and required equipment for administrative, maintenance, and patrol staff. These vehicles and machinery are purchased through an existing contract (cooperative purchasing or "piggybacking") with DGS. As set forth in Board Policy 3.03, *Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy*, cooperative purchasing on pricing obtained by another public agency through the competitive bidding process provides the opportunity to realize significant cost savings. All of the vehicles proposed for purchase for FY2019–20 either replace current vehicles that have reached replacement guidelines or are additional vehicles needed to serve increased staffing and project demands. The District's Fleet Replacement Guidelines were updated in March 2019 to increase the mileage threshold for retirement (see Attachment 1). Different mileage and age standards are used for field and administrative vehicles because use on

preserve fire roads puts significantly more wear and tear on field vehicles, and emergency response vehicles have a higher standard for reliability. The vehicles proposed for replacement in FY2019–20 have been evaluated based upon these updated guidelines, as well as vehicle condition and repair history.

As additional and replacement vehicles are purchased, they are evaluated to reduce fuel consumption. Examples of vehicles purchased in that effort are:

1. Plug-in hybrids and electric vehicles for the administrative office (AO).
2. Smaller Ford F150 trucks for seasonal ranger aides.
3. Smaller Ford F150s (without fire pumpers) to replace some large F350s (with fire pumpers) in the ranger pool.
4. Diesel trucks for field offices when available and appropriate (in 2018, the District replaced conventional diesel with renewable diesel in the field office fuel tank stations).

The additional vehicles and equipment proposed for FY2019–20 are necessary to support increased staffing for FY2019–20 and provide improved energy efficiency and reduce costs over the long term through the ownership versus ongoing rental of high-demand vehicles and equipment. In meeting MAA commitments and expanding the acreage of protected land and the number of new public access facilities, the District has expanded its maintenance and construction crews. The District has been conservative in adding specialized vehicles and equipment to ensure there is a need for the equipment over the long term. Over the past few years, there have been multiple demands placed on existing District equipment during the same time periods by various crews, leading to project delays and/or an increase reliance in renting specialized vehicles. Even though there are fewer MAA capital projects ready for crew construction in FY2019-20, District crews are still challenged to keep up with work demands on deferred road and trail maintenance, fuel reduction projects, and resource management work.

When there is a continual need for specialized maintenance vehicles and heavy equipment, purchasing, as opposed to renting, allows crews (special projects and general maintenance) to expedite the scheduling and transportation of equipment for projects. In particular, as illustrated by the proposed vehicle purchases, there has been a high demand for trucks in the midsize range to haul trailers, material, and equipment into remote locations that are only accessible by narrow dirt roads. Relying on a rental company's stock of vehicles and equipment can compromise efficiency and quality, and risk project delays while waiting for vehicle/equipment availability. It is impossible to preplan and reserve rental equipment far enough in advance to ensure efficient operations given all the variables faced both by District crews and rental companies, including weather, breakdowns, and unknown site conditions. Additionally, rental costs for short-term rentals are very high, as is the transportation cost per hour of use. Given the ongoing need for the proposed equipment and vehicles for capital, resource management, and general maintenance/fuel management projects, it is often more cost-effective to purchase these vehicles and equipment. Renting equipment or vehicles is more efficient for occasional short-term needs for readily available equipment or vehicles.

If the vehicles and equipment are not available through the DGS contracts, staff will attempt to purchase using contracts 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 dealer(s).

Further details on the current fleet and proposed additions are in Attachment 2.

Vehicles
The following vehicles are proposed for purchase:

- Replacement: One patrol vehicle and one maintenance vehicle have reached the end of their useful life.
    - The maintenance vehicle is currently 12 years old with a mileage of 120,980 as of March 2019.
    - The patrol vehicle is currently 10 years old with a mileage of 86,587 as of March 2019, with a projected mileage (8700 miles/year average) of over 95,000 at replacement time (late Spring 2020). This vehicle is also in need of at least $3,000 of body work that the District declined to repair in anticipation of retiring it.

  These end-of-life vehicles will be sold at public auction and replaced with new vehicles.

- Repurpose/Additional: A Ford Escape hybrid SUV from the AO pool vehicle will be repurposed and relocated to the Skyline Field Office (SFO) to be used by the SFO Ranger Aide on the weekends (Ranger Aides concentrate on high use areas and do not require highly capable off-road vehicles). This vehicle will also serve as a fuel-efficient carpool vehicle for SFO staff to take to the AO and other off-site meetings and trainings that are accessed via paved roads during the workweek. Providing a high-capacity, hybrid vehicle for this purpose is in direct support of the District's Climate Action Plan Strategy V6:
    - *Purchase one hybrid or long-range electric vehicle for each field office for highway/town travel and on-road maintenance projects.*

  A fully electric passenger vehicle will be purchased for the AO to replace the hybrid SUV that is moved to SFO. Acquisition of this electric vehicle directly supports the District's Climate Action Plan Strategy V5:
    - *As administrative vehicles are up for replacement, replace with electric or hybrid vehicles wherever possible.*

- Additional: A dump truck, is proposed for the Special Projects Crew at FFO. The District has been renting a Ford F550 dump truck for the past 18 months (at a cost of about $30,000) in support of assigned projects such as Bear Creek Redwoods road and trail work and Hendry's Creek land restoration work. By purchasing the vehicle, the District will be able to specify the safety equipment, drive terrain, engine size, dump lift capacity, toolbox configuration, length of the wheelbase, tire size and tread, and body that is most suitable for off-road District needs as well as install the District's communications radio system. A dump truck designed for District use will continue to be valuable for future projects, including planned trail projects at Bear Creek Redwoods as part of Phase II work and trail work at the former Beatty property.

- Additional: One medium-sized flatbed dump service maintenance vehicle is proposed for the FFO. This vehicle will enhance employee safety when towing heavy equipment. It can also be used for hauling material on narrow road-width trails that larger trucks cannot access. Additionally, this vehicle can be used to transport the District's 700-gallon skid

mount water tank to provide water for road and trail projects (dust control, fire safety) where the road is inaccessible to the larger water trucks.

- Additional: One maintenance vehicle is proposed to be assigned to the new Lead Resource Management Technician. As part of the FY2019-20 budget, this new position has been approved to support the District's increased demands for resource management projects and mitigation work. This position will require a dedicated vehicle that can be outfitted to the specific needs of the position, such as off-road capability and the ability to carry tools and equipment necessary for resource management projects. Staff is evaluating a Ford F150-size diesel vehicle that can be refueled with renewable diesel at the field office pumping stations.

Equipment (See Attachment 3 for image)
The following equipment is proposed for purchase:

- Additional: Mowing tractor assigned to SFO – This mowing tractor will be used for deck mowing to maintain vegetation on District fire-roads, masticating, discing fuel breaks, and for fuel reduction mowing as part of the District's fire management program. It will also be used to mow thistle and other non-natives in our grassland areas. This tractor will accommodate multiple mowing attachments for different tasks. The District already owns one tractor with these capabilities. Mowing, masticating, and discing all occur over the course of a few months when vegetation starts to dry out and before the intense fire season. With this tractor, crew can operate both tractors at the same time to more aggressively clear vegetation for fire safety. Ownership, rather than renting, means it will be configured for safer operation in the rugged terrain where crew works, configured to work with the attachments the District owns, and the operators will be more familiar with the controls, which is essential while operating in difficult terrain. The requirement to clear more vegetation prior to fire season is increasing. Two tractors operating together can utilize the same traffic control and fire safety staffing and double the production when working together.

The table below contains the breakdown of estimated costs by vehicle and equipment. Costs include tools and equipment needed to outfit the vehicles installed by the manufacturers, which can vary depending upon the function of each vehicle.

Vehicle Description	Additional or Replacement	Cost	Quantity	Total
Vehicles				
Patrol Vehicle: Ford F350 pickup or similar	Replacement	$56,000	1	$56,000
Maintenance Vehicle: Ford F350 with Tommy Lift	Replacement	$66,000	1	$66,000
Maintenance Vehicle: Ford F550 Dump Truck (Special Projects)	Additional	$99,000	1	$99,000

Maintenance Vehicle: Ford F550 Flatbed Dump Truck	Additional	$88,000	1	$88,000
Maintenance Vehicle: Ford F150 Diesel (Resource Management)	Additional	$44,000	1	$44,000
Administrative Vehicle: Chevrolet Bolt or similar electric	Additional/Replacement for Repurposed Hybrid	$38,500	1	$38,500
Vehicle Total				**$391,500**
Equipment Description	**Additional or Replacement**	**Cost**	**Quantity**	**Total**
Equipment				
Maintenance Equipment: Mowing Tractor	Additional	$188,000	1	$188,000
Equipment Total				**$188,000**
Grand Total				**$579,500**

The cost savings between the proposed purchase contract and the amount originally budgeted reflect a revaluation of several of the vehicles proposed during budget development.

- Two trucks were within the replacement guidelines but have good service histories. Replacement of these trucks has been deferred to the following fiscal year.
- The purchase of new electric motorcycles (noncapital equipment budget) and sharing of the Ford Escape avoid the need to purchase two new vehicles to support Rangers patrols and site visits by the Ranger Aides.

FISCAL IMPACT

The FY2019–20 District budget includes $539,500 for District Vehicles and $188,000 for Field Equipment. There is sufficient funding in the General Fund Capital budget to cover the recommended purchase contracts. A budget adjustment will be requested in Quarter 1 (Q1) to reduce the vehicle budget by $148,000 and will be included in the Q1 Board Report.

	FY2019–20
District Vehicle Budget	$539,500
Spent to date (as of 07/10/2019):	$0
Encumbrances:	$0
DGS Purchase Contract (Vehicles):	$391,500
Budget Remaining (Adopted):	$148,000

	FY2019–20
District Machinery (Equipment) Budget	$188,000
Spent to date (as of 07/10/2019):	$0
Encumbrances:	$0
DGS Purchase Contract (Machinery):	$188,000
Budget Remaining (Adopted):	$0

Three-year Capital Budget

Budget	Vehicles	Machinery	Total
FY2018–19			
Amended	$512,604	$319,390	**$831,994**
FY2019–20			
Adopted	$539,500	$188,000	**$727,500**
Proposed	$391,500	$188,000	**$579,500**
Savings	$148,000	$0	**$148,000**
FY2020–21			
Projected	$549,000	$320,000	**$869,000**

The recommended action is not funded by Measure AA.

BOARD COMMITTEE REVIEW

There was no Committee review for this agenda item.

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.

Attachments
1. Fleet Replacement Guidelines
2. District Vehicle Fleet Report
3. Equipment Image

Responsible Department Head:
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Prepared by:
Deborah Bazar, Management Analyst II

Midpeninsula Regional Open Space District

Fleet Replacement Guidelines
March 11, 2019

The following serve as general guidelines for replacing vehicles and equipment based on usage, operating costs, and down time. Adjustments in time or miles will be made to replacement criteria for individual units as conditions warrant.

PATROL (CODE 3) VEHICLES	7–10 years and/or 90–100,000 miles
MAINTENANCE TRUCKS	10–15 years and/or 95–110,000 miles
ADMIN VEHICLES	20 years and/or 110–130,000 miles
EQUIPMENT TRANSPORT TRAILERS	15–20 years
TRACTORS/EXCAVATORS	15 years and 5,000 hours
FIRE APPARATUS **Slip-On Pumper Units**	15 years

As new and replacement vehicles are purchased they are evaluated to reduce fuel consumption. Examples of vehicles purchased in that effort are 1) plug-in hybrids for the administrative office, 2) smaller Ford F150 trucks for seasonal ranger aides, 3) smaller Ford F150s (without fire pumpers) to replace some large F350s (with fire pumpers) in the ranger pool, and 4) diesel trucks for field offices when available and appropriate (in 2018, the District replaced conventional diesel with renewable diesel in the field office fuel tank stations).

Several additional measures may be evaluated in the future. An evaluation of the Fire Program may recommend removing pumpers from most patrol trucks and purchasing more effective patrol rigs for fire suppression. Electric vehicles, from standard sedans to electric motorcycles and ATVs, have been evaluated and as their technology improves, we will likely recommend electric vehicle purchases in the future. The need for four-wheel drive and specialty vehicles limits the ability to green the fleet until technology catches up to those types of vehicles, but we will continue to include fuel economy in evaluating purchases.

In addition to reducing fuel consumption, the fleet is also evaluated for reducing expenditures and utilizing the life of vehicles up to the point where the maintenance cost, safety issues, fuel consumption, and reliability issues make the sale of old vehicles and the purchase of new vehicles cost effective. Currently we rely on the approved replacement guidelines, but we evaluate individual vehicles for use beyond the mileage and age guidelines. In particular, retired Visitor Services SUVs are evaluated for use at the administrative office when four-wheel drive vehicles are needed. Currently one retired patrol vehicle, a Ford Expedition, is being used in this capacity. As the longevity of vehicles improves, particularly in the administrative vehicle fleet, mileage and age guidelines can be adjusted if vehicles are lasting longer.

Midpeninsula Regional Open Space District

District Vehicle Fleet Report

July 10, 2019

The District maintains an inventory of 91 vehicles of various models and types based on the needs of different departments and job functions. Our fleet replacement guidelines, last updated March 11, 2019, establish that we replace emergency vehicles between 7–10 years and/or 90–100,000 miles, replace maintenance vehicles between 10–15 years and/or 95–110,000 miles, and replace administrative vehicles at 20 years and/or between 110–130,000 miles. Adjustments to the criteria for individual unit replacement are made depending on condition, operating costs, and down time.

The type of field vehicle purchased and the assignment are made based on department and position needs. The typical field vehicle is a four-wheel drive truck or sports utility vehicle. Field vehicles are assigned to supervisors/managers; all other trucks are shared vehicles. The exception is resident patrol staff and some resident maintenance staff, who are assigned vehicles to take home for call-out availability.

The type of administrative office (AO) vehicles purchased is usually a compact SUV or similar sedan, including hybrid, plug-in hybrid, and electric vehicles. Some AO vehicles must be four-wheel drive to enable staff to drive off-road in preserves. Additionally, some of the SUVs need to have higher seating capacity for carpooling large groups. All AO vehicles are shared, with the exception of one vehicle that is assigned to the Visitor Services Manager, two department vehicles for Engineering & Construction, and one department vehicle each for Real Property, Natural Resources, and Land and Facilities Services. These vehicles are assigned to staff and departments due to their routine trips into the field to review projects and to meet with contractors, consultants, and other staff.

Breakdown of fleet vehicles:

PATROL EMERGENCY VEHICLES

Emergency vehicles replaced between 7–10 years and/or 90–100,000 miles

FY18–19

- **(33)** vehicles total, ~36 staff including Ranger Aides and Seasonal Rangers
    - **(9)** SUVs or Light Truck *(Ford Expedition or Ford F150 typical)*
        - Assigned to Visitor Services Manager (1 staff, 1 vehicle), Area Superintendents (2 staff, 2 vehicles), Patrol Supervisors (5 staff, 5 vehicles), Ranger Aides (2 staff, 1 vehicles – *one SUV hybrid vehicle that was intended for retirement FY18–19, was repurposed for the Ranger Aide position*)
    - **(18)** One ton trucks outfitted with 125 gallon slip on fire pumpers *(Ford F350 typical)*
        - Resident rangers are assigned their own vehicle for after hours call-out availability (8 staff, 8 vehicles).
        - Trucks assigned to field office pools (10 vehicles).
    - **(6)** Light truck *(Ford F150 typical)*

        - Trucks assigned to field office pools and Seasonal Rangers.

FY19–20

- **(33)** vehicles total (no additional vehicles), ~36 staff including Ranger Aides and Seasonal Rangers

    - **(9)** SUVs or Light Truck *(Ford Expedition or Ford F150 typical)*
        - Assigned to Visitor Services Manager (1 staff, 1 vehicle), Area Superintendents (2 staff, 2 vehicles), Patrol Supervisors (5 staff, 5 vehicles), Ranger Aides (2 staff, 1 vehicle; *SFO Ranger Aide will use repurposed AO hybrid on weekends*)
    - **(18)** One ton trucks outfitted with 125 gallon slip on fire pumpers *(Ford F350 typical)*
        - Resident rangers are assigned their own vehicle for after hours call-out availability (8 staff, 8 vehicles).
        - Trucks assigned to field office pools (10 vehicles)
    - **(6)** Light truck *(Ford F150 typical)*
        - Trucks assigned to field office pools and Seasonal Rangers.

MAINTENANCE VEHICLES

Maintenance vehicles replaced between 10–15 years and/or 95–110,000 miles

FY18–19

- **(44)** vehicles total, ~57 staff

    - **(10)** Trucks w/four-wheel drive *(Ford F150 or Toyota Tacoma typical)*
        - Assigned to Area Managers (2 staff, 2 vehicles), Maintenance Supervisors (6 staff, 6 vehicles), Facilities Maintenance Supervisor and Facilities Maintenance Specialist (2 staff, 1 vehicle), Capital Projects Manager (1 staff, 1 vehicle).
    - **(6)** Commercial trucks (not assigned to staff) *(Peterbuilt or International typical)*
        - Vehicles are two (2) water trucks and four (4) large dump trucks for various projects and transporting large equipment.
    - **(28)** Service Trucks (28 vehicles, 29 permanent staff and 17 seasonal staff)
        - (12) Specialty four-wheel drive trucks *(Ford F550 typical).* Five (5) trucks are flat bed with dump capabilities, two (2) are one-yard dump bed trucks, and five (5) are service body vehicles set up for Equipment Mechanic/Operator use.
        - (16) Standard four-wheel drive trucks *(Ford F350 typical).* Trucks are configured for different needs; most have utility bodies for project work and transporting staff. Some are configured for specialty use, such as spray rigs.

FY19–20

- **(48)** vehicles total (4 additional vehicles, including one repurposed from AO), ~58 staff

    - **(11)** Trucks w/four-wheel drive *(Ford F150 or Toyota Tacoma typical)*
        - Assigned to Area Managers (2 staff, 2 vehicles), Maintenance Supervisors (6 staff, 6 vehicles), Facilities Maintenance Supervisor and Facilities Maintenance Specialist (2 staff, 1 vehicle), Capital Projects Manager (1 staff, 1 vehicle), Resource Lead Open Space Technician and Resource Open Space Technician (2 staff, 1 vehicle).
    - **(6)** Commercial trucks (not assigned to staff) *(Peterbuilt or International typical)*
        - Vehicles are two (2) water trucks and four (4) large dump trucks for various projects and transporting large equipment.
    - **(30)** Service Trucks (30 vehicles, 30 permanent staff and 17 seasonal staff)
        - (14) Specialty four-wheel drive trucks *(Ford F550 typical).* Five (5) trucks are flat bed with dump capabilities, two (2) are one-yard dump bed trucks, and five (5) are service body vehicles set up for Equipment Mechanic/Operator use.
        - (16) Standard four-wheel drive trucks *(Ford F350 typical).* Trucks are configured for different needs; most have utility bodies for project work and transporting staff. Some are configured for specialty use, such as spray rigs.

- **(1)** Hybrid Carpool SUV (not assigned to staff)
  - (1) Hybrid SUV repurposed from the AO fleet to provide a fuel-efficient alternative for Skyline Field Office staff to attend meetings and trainings.

ADMINISTRATION VEHICLES

Administration vehicles replaced at 20 years and/or between 110–130,000 miles

FY18–19

- **(14)** vehicles total, ~99 staff
  - **(7)** Vehicles shared by all administration staff, available for reservation via internal Outlook calendar
    - Two (2) hybrid cars *(Toyota Prius typical),* two (2) hybrid SUVs *(Ford Escape),* three (3) SUVs with four-wheel drive *(Ford Explorer/Toyota 4Runner typical.)*
  - **(5)** Trucks with four-wheel drive *(Ford F150 typical)*
    - Two (2) vehicles assigned to Engineering & Construction Department, one (1) assigned to Natural Resources Department, two (2) assigned to Volunteer Program Leads.
  - **(2)** SUVs with four-wheel drive *(Jeep Wranglers)*
    - One (1) assigned to Land & Facilities Department and one (1) to Real Property Department.

FY19–20

- **(14)** vehicles total (no additional vehicles), ~103 staff
  - **(7)** Vehicles shared by all administration staff, available for reservation via internal Outlook calendar
    - One (1) electric car (*Chevrolet Bolt typical),* two (2) hybrid cars *(Toyota Prius typical),* one (1) hybrid SUV *(Ford Escape),* three (3) SUVs with four-wheel drive *(Ford Explorer/Toyota 4Runner typical).*
  - **(5)** Trucks with four-wheel drive *(Ford F150 typical)*
    - Two (2) vehicles assigned to Engineering & Construction Department, one (1) assigned to Natural Resources Department, two (2) assigned to Volunteer Program Leads.
  - **(2)** SUVs with four-wheel drive *(Jeep Wranglers)*
    - One (1) assigned to Land & Facilities Department and one (1) to Real Property Department.

Employee-to-Vehicle Ratio Table

	FY 2018–19	FY 2018–19	Proposed for FY 2019–20	Proposed for FY 2019–20	FY 2018–19	Proposed for FY 2019–20	Proposed for FY2019–20	
Employee Category	**Number of Employees**	**Number of Transport Vehicles**	**Number of Employees**	**Number of Transport Vehicles**	**Number of Commercial/ Specialty Vehicles**	**Number of Commercial/ Specialty Vehicles**	***Replacement Vehicles****	***Additional Vehicles****
Ranger	36	33	36	33	0	0	*1*	*0*
Maintenance	57	26	58	28	18	20	*1*	*4***
Administrative	100	14	104	14	0	0	*1***	*0*
Total	**193**	**73**	**198**	**75**	**18**	**20**	***3***	***4***

Fleet Program Evaluation

The current guidelines are working effectively to provide the vehicles necessary for the administrative and field need for vehicles. As the District grows, we are making efforts to reduce the ratio of staff to vehicles. The need for vehicles for administrative staff is relatively light. However, field staff need to move from the field offices into preserves every day. Patrol staff perform solo patrols, so generally all on-duty Visitor Services field staff need a vehicle. The Visitor Services Department is continuing the transition from trucks assigned to each ranger to a shared fleet of trucks. The Land and Facilities Services Department field staff perform work in crews ranging from one individual to an entire crew. This necessitates a shared fleet. There are also specialty vehicles, such as the commercial trucks, that require a commercial driver's license to operate, so they generally do not contribute to transportation of staff into the field.

As new and replacement vehicles are purchased they are evaluated to reduce fuel consumption. Examples of vehicles purchased in that effort are 1) plug-in hybrids for the administrative office, 2) smaller Ford F150 trucks for seasonal ranger aides, 3) smaller Ford F150s (without fire pumpers) to replace some large F350s (with fire pumpers) in the ranger pool, and 4) diesel trucks for field offices when available and appropriate (in 2018, the District replaced conventional diesel with renewable diesel in the field office fuel tank stations).

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Attachment 3 - Equipment Image

Mowing Tractor