



Midpeninsula Regional  
Open Space District

R-21-101  
Meeting 21-21  
July 28, 2021

### AGENDA ITEM 3

#### AGENDA ITEM

Capital Equipment Purchase for Fiscal Year 2021-22

#### GENERAL MANAGER'S RECOMMENDATIONS *den*

1. Authorize the General Manager to execute a purchase contract with the California Department of General Services and associated contract dealers for three patrol vehicles and one maintenance vehicle, for a total cost not-to-exceed \$265,000.
2. Authorize the General Manager to execute a purchase contract with the California Department of General Services and associated contract dealers for one agricultural tractor and one mini excavator for a total cost not-to-exceed \$210,000.

#### SUMMARY

Annually, the Midpeninsula Regional Open Space District (District) purchases vehicles, machinery, and equipment to support project and service delivery work that furthers the mission. Vehicles and machinery are purchased through an existing contract with the California Department of General Services (DGS), providing significant cost savings. The vehicles proposed for purchase for Fiscal Year 2021-22 (FY22) are either replacement vehicles or additional vehicles needed to serve increased staffing and project demands. The total cost of vehicles, machinery, and equipment for FY22 is a not-to-exceed amount of \$475,000. The FY22 capital budget includes sufficient funds to cover this expenditure.

#### DISCUSSION

The District purchases vehicles, machinery, and equipment to support project and service delivery work performed by administrative, maintenance, and patrol staff. Vehicles and machinery are purchased through an existing contract via cooperative purchasing, known as “piggybacking”, with DGS and associated contract dealers. 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.

#### *Fleet Replacement*

The following three vehicles and one piece of equipment are proposed for purchase to replace current vehicles and equipment that have reached the end of their service life consistent with the

*Fleet Replacement Guidelines (Attachment 1):*

- A patrol vehicle (P94) that is nine years old with a mileage of 98,720 as of June 2021.
- A patrol vehicle (P98) that is 11 years old with a mileage of 94,017 as of June 2021.
- A patrol vehicle (P101) that is seven years old with a mileage of 93,894 as of June 2021.
- One mini-excavator (T21) that is 16 years old and has reached end of service life.

These guidelines (*Guidelines*) are reviewed by the Board annually and provides general guidelines for replacing vehicles and equipment based on age, mileage, operating costs, and amount of time a vehicle or equipment is inoperable due to break downs. Different mileage and age standards are used for field versus administrative vehicles since off-road use adds significantly more wear and tear on field vehicles. Fuel consumption and reduction of greenhouse gasses factor into the replacement schedule as well.

*New Fleet Additions*

As the District expands service delivery or seeks to improve project delivery, additional staffing, vehicles, and equipment are at times required to meet programmatic goals. One additional truck for the fleet is recommended to support the new Field Resource Specialist position who will be implementing the Wildland Fire Resiliency Program and other vegetation and resource management 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 and fuel management projects. Staff also recommends the purchase of an additional tractor to improve efficiency, productivity, add flexibility to scheduling and completing planned work in the southern preserves, and reduce costs of equipment rentals. Renting can be an efficient method of meeting equipment needs when there is occasional need for a readily available piece of equipment. However, when there is an ongoing need for specialized heavy equipment, owning the equipment allows adds great flexibility for crews to schedule projects. Moreover, tractors with six-way scraper box blades are necessary for field work and are extremely difficult to locate from rental companies. Rentals that are not available or use of less than ideal pieces of equipment lead to a reduction in productivity, a lower quality work product, and/or loss of time.

Electric Trucks

Staff is monitoring the development of electric powered trucks as an alternative to diesel-powered vehicles. Regulations from the California Air Resources Board are due to take effect in 2024, which will mandate that truck manufacturers transition 5% of sales of their heavier (Class 7 & 8) vehicles from diesel to electric power. The percentage of required sales would subsequently increase by up to 40% by 2032. Ford, Tesla, and other manufacturers are currently working on prototypes for lighter (Class 1 – 3) electric trucks. Ford introduced the all-electric F-150 Lightning Pro and is currently taking reservations. Staff will continue to monitor the development of this technology and incorporate lower-emission vehicles into the fleet as they become available and suitable for the open space work environment. Ford will not release the Field-150 Lightning Pro for purchase until after FY22, therefore standard lighter class trucks will be purchased in this procurement cycle.

Cost Breakdown

The tables below break down the estimated costs by vehicle and equipment. Costs include tools and equipment installed by the manufacturers to outfit the vehicles, which vary by vehicle.

| <b>Vehicle Type</b>            | <b>Additional or Replacement</b> | <b>Cost</b> | <b>Quantity</b> | <b>Total</b>      |
|--------------------------------|----------------------------------|-------------|-----------------|-------------------|
| Ford F150 pickup or similar    | Replacement                      | \$ 70,000   | 1               | \$ 70,000         |
| Ford F350 pickup or similar    | Replacement                      | \$ 75,000   | 2               | \$ 150,000        |
| Ford F150 pickup or similar    | Additional                       | \$ 45,000   | 1               | \$ 45,000         |
| <b><i>Vehicle Subtotal</i></b> |                                  |             |                 | <b>\$ 265,000</b> |

| <b>Equipment Type</b>            | <b>Additional or Replacement</b> | <b>Cost</b> | <b>Quantity</b> | <b>Total</b>      |
|----------------------------------|----------------------------------|-------------|-----------------|-------------------|
| Mini-Excavator                   | Replacement                      | \$ 50,000   | 1               | \$ 50,000         |
| Agricultural Tractor or Similar  | Additional                       | \$ 160,000  | 1               | \$ 160,000        |
| <b><i>Equipment Subtotal</i></b> |                                  |             |                 | <b>\$ 210,000</b> |

|                    |  |  |           |                |
|--------------------|--|--|-----------|----------------|
| <b>Grand Total</b> |  |  | <b>\$</b> | <b>475,000</b> |
|--------------------|--|--|-----------|----------------|

### **FISCAL IMPACT**

The FY22 adopted budget includes \$488,000 for District vehicles and \$435,000 for additional field machinery, for a total budget of \$923,000. The anticipated FY22 cost for vehicles and equipment is \$475,000. There are sufficient funds in the FY22 Budget to cover these recommended expenditures and a budget adjustment will be proposed at the end of the first fiscal quarter to match the budget to the lower projected expenditures.

The recommended action is not funded by Measure AA.

### **BOARD AND 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**

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 a cooperative procurement contract.

Attachments

1. Fleet Replacement Guidelines
2. District Vehicle Fleet Report

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Fleet Replacement Guidelines

June 29, 2021

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

|  |                                     |
|--|-------------------------------------|
| <b>PATROL (CODE 3) VEHICLES</b>                | 7–10 years and/or 90–100,000 miles  |
| <b>MAINTENANCE TRUCKS</b>                      | 10–15 years and/or 95–110,000 miles |
| <b>ADMIN VEHICLES</b>                          | 20 years and/or 110–130,000 miles   |
| <b>EQUIPMENT TRANSPORT TRAILERS</b>            | 15–20 years                         |
| <b>TRACTORS/EXCAVATORS</b>                     | 15 years and 5,000 hours            |
| <b>FIRE APPARATUS<br/>Slip-On Pumper Units</b> | 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. Still, 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 vehicles' lives 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.



## District Vehicle Fleet Report

July 14, 2021

The District maintains an inventory of 96 vehicles of various models and types based on the needs of different departments and job functions. Our fleet replacement guidelines, last updated June 29, 2021, establish that we replace emergency vehicles between 7 and 10 years and/or 90 to 100,000 miles, replace maintenance vehicles between 10 and 15 years and/or 95 to 110,000 miles, and replace administrative vehicles at 20 years and/or between 110 to 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 its assignment are made based on department and position needs. The typical field vehicle is a four-wheel drive truck or off-road 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 are replaced between 7 and 10 years and/or 90 to 100,000 miles*

| Vehicle Type   | Assignment  | Fiscal Year<br>2020   |                         | Fiscal Year<br>2021   |                         |
|--|---|-----------------------|-------------------------|-----------------------|-------------------------|
|  |   | Number of<br>Vehicles | Number of<br>Employees* | Number of<br>Vehicles | Number of<br>Employees* |
| SUVs/Light Truck<br>Ford Expedition<br>F150 or Similar                   | VS Dept Manager<br>Area Superintendents<br>Patrol Supervisors | 8                     | 8                       | 8                     | 8                       |
| One Ton Trucks<br>Ford F350 or Similar<br>Outfitted with Fire<br>Pumpers | Resident Rangers<br>Office Pool Vehicles                      | 18                    | 21                      | 19                    | 21                      |
| Light Trucks<br>Ford F150 or similar                                     | Office Pool Vehicles<br>Seasonal Aides<br>Ranger Aides        | 7                     | 8                       | 7                     | 7                       |
| <b>TOTAL</b>   |   | <b>33</b>             | <b>37</b>               | <b>34</b>             | <b>36</b>               |

*\*Data accounts for number of employees as of June FY20 & FY21, includes seasonal staff but does not include vacancies*

## MAINTENANCE VEHICLES

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

|  |   | Fiscal Year<br>2020   |                         | Fiscal Year<br>2021   |                         |
|--|---|-----------------------|-------------------------|-----------------------|-------------------------|
| Vehicle Type   | Assignment  | Number of<br>Vehicles | Number of<br>Employees* | Number of<br>Vehicles | Number of<br>Employees* |
| SUVs/Light Truck<br>Toyota Tacoma<br>F150 or Similar | Area Managers<br>Maint. Supervisors<br>Facilitie Maint. Supervisor<br>Capital Projects Manager<br>Resource Lead OST | 11                    | 11                      | 12                    | 12                      |
| Ford F250/350/F550                                   | Maintenance Trucks<br>Unassigned  | 20                    | 49                      | 20                    | 51                      |
| Hybrid   | Carpool SUV<br>Unassigned   | 1                     |                         | 1                     |                         |
| <b>TOTAL**</b>                                       |   | <b>32</b>             | <b>60</b>               | <b>33</b>             | <b>63</b>               |
| Peterbuilt or International<br>Water/Dump Trucks     | Commercial Trucks   | 6                     |                         | 6                     |                         |
| Ford F250/F350/F550<br>or Similar                    | Service Trucks  | 13                    |                         | 13                    |                         |

\*Data accounts for number of employees as of June FY20 & FY21, includes seasonal staff but does not include vacancies

\*\*Number of vehicles with carpooling capabilities

## ADMINISTRATION VEHICLES

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

|  |                                 | Fiscal Year<br>2019 - 2020 |                         | Fiscal Year<br>2020 - 2021 |                         |
|--|---------------------------------|----------------------------|-------------------------|----------------------------|-------------------------|
| Vehicle<br>Type                          | Assignment                      | Number of<br>Vehicles      | Number of<br>Employees* | Number of<br>Vehicles      | Number of<br>Employees* |
| Electric/Hybrid<br>Toyota Prius<br>SUVs  | Unassigned                      | 7                          | 70                      | 7                          | 75                      |
| Ford F150<br>Jeep Wrangler<br>Or Similar | Assigned to E&C<br>NR, RP, L&F. | 5                          | 31                      | 5                          | 35                      |
| <b>TOTAL</b>                             |                                 | <b>12</b>                  | <b>101</b>              | <b>12</b>                  | <b>110</b>              |

\*Data accounts for number of employees as of June FY20 & FY21, does not include vacancies

## Fleet Program Evaluation

As the District grows, efforts are made 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, and therefore are generally not a pool vehicle.

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 rangers and 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).

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. The District evaluates vehicles based on the Board-approved fleet replacement guidelines and considers potential extended use beyond the mileage and age guidelines as appropriate. 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.

As an additional effort to improve the fleet, staff will be hiring a consultant in FY22 to develop a Fleet Transition Plan that will inform future fleet management decisions, including replacements and purchases. This plan will also include a medium-to-long term plan for transitioning the District fleet away from fossil fuels and associated greenhouse gas emissions. This is also an implementation strategy in the Climate Action Plan.

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