



STAFF REPORT – CITY COUNCIL MEETING

January 17, 2024

TO: Honorable Mayor and City Council Members

FROM: Emily Sinkhorn, Director of Environmental Services

PREPARER: Brigitte Price, Administrative Specialist

DATE: January 03, 2024

TITLE: **Approve the Purchase of One Ford F350 with Summit Truck Body (\$134,526.32, Including Tax and Freight) and Award Purchase Contract to Harper Motors; and Authorize the City Manager to Execute All Applicable Documents.**

RECOMMENDATION:

It is recommended that the Council:

- 1) Approve the purchase of one Ford F350 with Summit Truck Body (\$134,526.32, including tax and freight) and award purchase contract to Harper Motors; and
- 2) Authorize the City Manager to execute all applicable documents.

INTRODUCTION:

The Fiscal Year 2023/2024 budget for the Central Garage Fund prioritizes an investment in vehicle and heavy equipment replacements to ensure continuity of services throughout the City's departments. The Central Garage budget includes a purchase of one Ford F350 with a Summit Truck Body to serve as the Central Garage service truck. Purchase of this vehicle will not require any additional budget request.

BACKGROUND/DISCUSSION:

The FY 2023-24 budget for the Central Garage Fund prioritizes accumulated reserves to fund much needed replacement vehicles and heavy equipment. Additionally, the City is restoring funding levels to rebuild the replacement cost reserves for future vehicle and equipment purchases. This vehicle purchase request is the fourth of several planned for FY 2023-24 to ensure we are replacing aging equipment and fleet vehicles and can ensure continuity of essential services throughout the community.

Several City departments require replacement or additional fleet vehicles to carry out their day-to-day work. Central Garage is in need of a new service truck so our mechanics can continue to effectively and efficiently maintain the City's large fleet of vehicles and heavy equipment.

As per the City of Arcata Municipal Code, the City shall have the authority to join with other units of government in cooperative purchasing. If a local vendor can match or beat the Cooperative Purchasing Contract, then award may be made to the local vendor.

For the Ford F350 with appropriate truck body for Central Garage, the City sought quotes through a Sourcewell cooperative purchasing contract #091521-NAF and from the local Ford dealer. It was confirmed that the quote from local dealer, Harper Motors, is less than the price available through the Sourcewell cooperative contract. It is recommended that the purchase of the Ford F350 be awarded to Harper Motors.

The City continues to seek opportunities for replacing fleet vehicles with electric vehicles; however, high demand for and little supply of electric pickup trucks and medium duty vehicles make it extremely challenging to procure these vehicles within even two years of a purchase request. Two years ago, the City Council approved the purchase of a Ford Lightning Electric Pickup Truck, and the City just received notice that the vehicle is slated for delivery in 2024. City staff are participating in regional efforts with the Redwood Coast Energy Authority to work towards fuel switching of heavy and medium duty fleet vehicles. Staff will continue to research opportunities to continue to shift all our fleet to electric and hybrid options.

BUDGET/FISCAL IMPACT:

These vehicle purchase costs were budgeted within the Vehicle Maintenance activity (#57) for fiscal year 2023/24. The total cost for the Ford F350 is \$134,526.32 and is available in the Vehicle Capital account 771-50-57-57900 New/Used Vehicles.

ATTACHMENTS:

- A. Ford F350 Truck Harper Ford Quote (PDF)