



STAFF REPORT – CITY COUNCIL MEETING

November 15, 2023

TO: Honorable Mayor and City Council Members

FROM: Emily Sinkhorn, Director of Environmental Services

PREPARER: Brigitte Price, Administrative Specialist

DATE: November 07, 2023

TITLE: **Approve the Purchase of a Prius Prime (\$37,538.76, Including Tax) and Award Purchase Contract to Mid-City Motor World; Approve the Purchase of one Ford F-350 (\$80,050.32, Including Tax and Freight) and Award Purchase Contract to Harper Motors; Approve the Purchase of one Hyster Forklift (\$41,205.60, Including Tax and Freight) and Award Purchase Contract to Pape Material Handling; and Authorize the City Manager to Execute All Applicable Documents.**

RECOMMENDATION:

It is recommended that the Council:

- 1) Approve the purchase of one Prius Prime (\$37,538.76, including tax) and award purchase contract to Mid-City Motor World;
- 2) Approve the purchase of one Ford F-350 (\$80,050.32, including tax and freight) and award purchase contract to Harper Motors;
- 3) Approve the purchase of one Hyster Forklift (\$41,205.60, including tax and freight) and award purchase contract to Pape Material Handling;
- 4) 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 purchases of one Prius Prime for use by several City departments, one Ford F-350 for our Utilities division as well as a new forklift for the Corporation Yard. Purchase of these vehicles will not require any additional budget request.

BACKGROUND/DISCUSSION:

The Fiscal Year 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 third 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. The plug-in electric hybrid Prius Prime will be available to all City departments as a pool car for employee use and necessary travel as a well-needed replacement of a 2002 Prius pool car. The Utility division is in need of an additional truck so our water/wastewater mechanics can have separate vehicles to work more efficiently. The new F-350 purchase will serve our utility supervisor, and his current truck (with large tool cabinet) will then serve our water/wastewater mechanic team. The City's current forklift at the Corporation Yard is very aged and has been on the list for replacement for several years.

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 Prius Prime, the City sought a quote through HGACBuy cooperative contract #VE11-20, but the quote price was greater than the local dealer's quotes gathered for the vehicle. It is recommended that the purchase of the Prius Prime be awarded to Mid-City Motor World.

For the Ford F-350, the City sought a quote through Sourcewell cooperative purchasing contract # 091521-NAF, and the only Ford F-350 available through Sourcewell pricing was more expensive than local quotes that were gathered. It was confirmed that the quote from local dealer Harper Motors is below the price offered through the Sourcewell contract. It is recommended that the purchase of the Ford F-350 be awarded to Harper Motors.

For the Hyster H60XT Forklift, ultimately a quote was obtained from Pape Material Handling. The Hyster Forklift is preferred as they are a reliable brand/model and there is availability to get replacement parts locally in Humboldt County. One avenue to gather a quote for this model of forklift included going through a cooperative purchasing contract but the specific model was unavailable. Staff also pursued a quote from the next closest dealer in Nevada which ultimately was unable to provide any pricing to out-of-state customers and recommended going through a local dealer. It is recommended that the purchase of the Hyster H60XT Forklift be awarded to Pape Material Handling. All quotes are attached in the order listed above.

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 production this month. 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 combined cost for purchasing the hybrid Prius Prime, the Ford F-350 and the Hyster forklift is \$158,794.68; this amount is available in the Vehicle Capital account 771-50-57-57900 New/Used Vehicles.

ATTACHMENTS:

A. Prius Prime, F-350 Truck, Hyster Forklift Quotes(PDF)