



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Fahey and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Bruce Moe, Finance Director

DATE: April 19, 2005

SUBJECT: Appropriation of Funds for One Previously Approved Police Parking Control Vehicle (\$24,740)

RECOMMENDATION:

Staff recommends that the City Council appropriate \$24,740 from the General Fund to support the purchase of one previously approved parking control vehicle.

FISCAL IMPLICATION:

Sufficient funds are available within the General Fund for this appropriation.

DISCUSSION:

During the FY 2004-2005 budget process, two new Community Services Officer (CSO) positions were approved. These new positions necessitated the addition of one new parking control vehicle (GO4). This new GO4 was to be in addition to two GO4 vehicles budgeted for normal replacement. The budget inadvertently reflected only the two replacement vehicles, but not the one additional vehicle needed for the new CSO positions.

During the purchasing process, a staff report was submitted to the Council requesting approval for three GO4 vehicles; two replacements and one additional vehicle (Attachment "A"). The report incorrectly stated that all three vehicles were budgeted, when in fact, only two of the three were provided for. A request for appropriation for the third GO4 was inadvertently not included in the purchase approval report to Council. As a result, staff is now asking Council for an appropriation for the vehicle already approved for purchase. This will adjust the budget to reflect the action Council previously took in approving all three vehicles.

Staff has reviewed the approval process for capital equipment and identified improvements which will mitigate such errors in the future.

Attachment: A. Staff report approving purchase of three GO4 vehicles.



Agenda Item #: _____

Staff Report

City of Manhattan Beach

TO: Honorable Mayor Wilson and Members of the City Council

THROUGH: Geoff Dolan, City Manager

FROM: Bruce Moe, Finance Director
Gwen Eng, General Services Manager

DATE: November 3, 2004

SUBJECT: Authorize the Purchase of Three Budgeted Police Parking Control Vehicles from Arizona Emergency Products, Inc. in the Amount of \$67,033.30

RECOMMENDATION:

Staff recommends that the City Council award RFB #634-05A to Arizona Emergency Products, Inc. in the amount of \$67,033.30 for the budgeted purchase of three parking control vehicles.

FISCAL IMPLICATION:

Funds totaling \$74,220 are budgeted in the Fiscal Year 2004-2005 Fleet Management Fund for the purchase and equipping of these vehicles. The remaining funds after purchasing the vehicle will be used to outfit them with the usual necessary equipment (light bar, radios, etc.).

BACKGROUND:

During the FY 2004-2005 Budget process, Council authorized the purchase of one additional, and two replacement, parking control vehicles (GO-4's). This fleet, which consists of 6 vehicles, is specifically designed for parking enforcement activities. The GO-4's size lends itself to safe navigation of our busy streets. It is a versatile vehicle that allows staff to perform enforcement tasks without blocking traffic, due primarily to its dimensions. In addition, the GO-4 is able to store all of the necessary equipment utilized by the parking control officers.

DISCUSSION:

Historically, the City has purchased its vehicles by utilizing larger agencies' existing contracts. This is done because the State of California, L.A. County, and other large agencies purchase in greater quantities and consequently obtain preferential pricing. No such contracts were available that meet the City's specifications; therefore, staff solicited bids independently.

Bid Recaps

There are only three GO-4 dealers in the Western States. All were sent request for bids and responded. The comparison is as follows:

<u>Bidder</u>	<u>Total Price (incl. tax)</u>
1. Arizona Emergency Products, Inc	\$67,033.30
2. Municipal Maintenance Equipment	\$70,298.74
3. H&E Equipment Services, LLC	\$85,355.00

All Bidders meet the City's specifications for this purchase. Based on these bids, staff recommends Council award an order to Arizona Emergency Products, Inc. If approved, a purchase order will be issued and the vehicles will arrive in approximately 2-4 weeks.