ITEM NO. 7

STAFF REPORT

CITY OF OCEANSIDE

DATE: September 17, 2008

TO: Honorable Mayor and City Councilmembers

FROM: Fire Department

SUBJECT: **PURCHASE ORDERS OVER $50,000**

SYNOPSIS

Staff recommends that the City Council approve annual purchase orders for the purchase of equipment, supplies, materials and services in amounts over $50,000 from various Fire Department funds; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

BACKGROUND

Each fiscal year, the Fire Department estimates the quantity of special equipment, supplies and materials that will be needed for fire and emergency medical response operations during the next twelve months. Purchase requisitions are then submitted to obtain the required equipment and supplies. Staff procures three bids, unless the purchase is a sole-source item. The vendor or supplier is selected based on the criteria of most applicable product and best service for the needed service at the lowest cost.

ANALYSIS

The Fire Department has reviewed its spending practices and recognized that many routine functions require purchases that will exceed $50,000 during the fiscal year. A selection process was conducted to determine the best price from each vendor considering quality, performance and availability. This information, as well as the method of purchase, is provided below.

Vendor	Supplies/Services	Expenditure	Purchase method	Account Number(s)
All Star Fire Equipment	Personal Protective Equipment (PPE)	$ 86,993	Competitive bid	384530.5223, 384545.5223.04530
Fire Etc.	PPE, ladders, hoses	$126,913	Competitive bid	384530.5223, 384530.5223.04530, 384540.5229, & 384545.5223.04530
Fire Service, Specifications & Supplies (FS3)	Holmatro extrication equipment & tools	$ 50,000	Sole source	384530.5223.04530, 384530.5393, 384540.5229

Vendor	Supplies/Services	Expenditure	Purchase method	Account Number(s)
Hazardous Incident Response Team (HIRT)	City of Oceanside share of San Diego County HIRT	$144,014	Sole source	384510.5281
L.N. Curtis & Sons	Emergency equipment	$ 50,000	Competitive bid	384530.5223, 384530.5393, & 384540.5229
Mallory	Breathing apparatus	$ 50,000	Sole source	384530.5214.04530 & 384530.5393.04530
Motorola Inc.	Communication radios	$ 50,000	Sole source	384530.5393.04530
North Comm. Dispatch JPA	Dispatch services	$685,769	Sole source	384510.5241
Progressive Medical Int'l.	Medical supplies and equipment	$ 76,833	Competitive bid	384530.5229.04560

FISCAL IMPACT

In the adopted budget for fiscal year 2008-2009, City Council approved funds for these purchases in business units 384510, 384530, 384540 and 384545. The Department may purchase similar equipment, supplies and materials from different vendors at different costs. Multiple vendors are utilized to minimize service/supply disruptions that could delay acquisition and potentially endanger public safety.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

Purchases should be made according to the procedures set forth in Chapter 28A of the City Code.

RECOMMENDATION

Staff recommends that the City Council approve annual purchase orders for the purchase of equipment, supplies, materials and services in amounts over $50,000 from various Fire Department funds; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

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