STAFF REPORT

ITEM NO. 5

CITY OF OCEANSIDE

DATE: August 31, 2011

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 for a total of $1,483,569; 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 items or 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)	$50,000	Competitive bid	550552101.5355
Fire Etc.	PPE, ladders, hoses	$149,325	Competitive bid	550552101.5355 & 550553101.5355
Fire Service, Specifications & Supplies (FS3)	Holmatro extrication equipment and tools	$50,000	Sole source	550552101.5330 550552101.5355 550553101.5355

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Vendor	Supplies/Services	Expenditure	Purchase Method	Account Number(s)
Hazardous Incident Response Team (HIRT)	City of Oceanside share of San Diego County HIRT	$134,066	Sole source	550010101.5375
LN Curtis & Sons	Emergency equipment	$50,000	Competitive bid	550552101.5330 550552101.5355 & 550553101.5355
Mallory	Breathing apparatus	$50,000	Sole source	550552101.5320 & 550552101.5330
Motorola Inc.	Communication Radios	$50,000	Sole source	550552101.5330
North Comm. Dispatch JPA	Dispatch services	$856,687	Sole source	550010101.5305
Progressive Medical International	Medical supplies and equipment	$93,491	Competitive bid	550552101.5355

FISCAL IMPACT

In the adopted budget for fiscal year 2011-2012, City Council approved funds for these purchases in business units 550010101 (Fire Administration), 550552101 (Fire Prevention), and 550553101 (Fire Suppression). The department may purchases 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 for a total of $1,483,569; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

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