ITEM NO. 7

# STAFF REPORT

# CITY OF OCEANSIDE

DATE: September 4, 2013

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 $1,236,193; 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 | Government contract (City of SD #8199-06) | 550552101.5355 |
| Fire Service, Specifications & Supplies (FS3) | Holmatro extrication equip. and tools | $50,000 | Government contract (City of LA #59176) | 550552101.5330<br>550552101.5355<br>550553101.5355 |

| Vendor | Supplies/Services | Expenditure | Purchase Method | Account Number(s) |
|---|---|---|---|---|
| Hazardous Incident Response Team (HIRT) | City of Oceanside share of San Diego County HIRT | $153,475 | County contract (no other vendor provides like service) | 550010101.5375 |
| Bauer Compressor | Breathing apparatus | $50,000 | Government contract (CA State #SPRC15208) | 550552101.5320 & 550552101.5330 |
| North Comm. Dispatch JPA | Dispatch services | $882,718 | Sole source | 550010101.5305 |

## FISCAL IMPACT

In the adopted budget for fiscal year 2013-2014, City Council approved funds for these purchases in business units 550010101 (Fire Administration), 550552101 (Fire Prevention), and 550553101 (Fire Suppression). The fiscal year 2013-2014 budget currently has sufficient funds in each of the above mentioned accounts to cover the listed expenditures. The department may purchase similar equipment, supplies and materials from different vendors at different costs.

## INSURANCE REQUIREMENTS

Does not apply.

## 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 $1,236,193; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

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