ITEM NO. 6

STAFF REPORT

CITY OF OCEANSIDE

DATE: January 8, 2014

TO: Honorable Mayor and City Councilmembers

FROM: Fire Department Lifeguard Division

SUBJECT: **PURCHASE ORDER FOR BEACH LIFEGUARD OBSERVATION TOWER**

SYNOPSIS

Staff recommends that the City Council approve a purchase order in the amount of $85,465 to Industrial Design Research, Inc., of Santa Ana for the purchase of two lifeguard towers; and authorize the Financial Services Director, or designee, to execute the purchase order.

BACKGROUND

Lifeguard towers are utilized as platforms and protective structures for trained lifeguards to prevent drowning and provide emergency services for the City of Oceanside. Current tower stock has deteriorated over the decades due to environmental wear. Oceanside currently has 15 lifeguard towers. The average lifespan of a tower is 20-25 years and some of our towers are more than thirty years old. Industrial Design Research, Inc. is the only commercial manufacturer of lifeguard towers that meets the required specifications.

ANALYSIS

The Lifeguard Division has reviewed sources of lifeguard tower manufacturers. We have found that Industrial Design Research, Inc. is the only commercial manufacturer of lifeguard observation towers in the US. Due to the purchase amount, we must gain prior City Council approval for this sole source vendor.

FISCAL IMPACT

Vendor	Supplies / Services	Expenditure	Purchase Method	Account Number(s)
Industrial Design Research Inc.	Lifeguard Observation Towers	$85,465	Sole Source	170174101.5702

The Fiscal Year 2013-14 budget for the Non-Departmental Expense account 170174101.5702 has an available balance of $86,160. The purchase order with Industrial Design Research, Inc. is for the amount of $85,465, therefore sufficient funds are available.

INSURANCE REQUIREMENTS

Does not apply.

COMMISSION OR COMMITTEE REPORT

Does not apply

CITY ATTORNEY'S ANALYSIS

Does not apply

RECOMMENDATION

Staff recommends that the City Council approve a purchase order in the amount of $85,465 to Industrial Design Research, Inc., of Santa Ana for the purchase of two lifeguard towers; and authorize the Financial Services Director, or designee, to execute the purchase order.

PREPARED BY:

Bill Curtis
Lifeguard Captain

SUBMITTED BY:

Steven R. Jepsen
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Darryl A. Hebert, Fire Chief

James R. Riley, Finance Director

ATTACHMENT

Justification for sole source

CITY OF OCEANSIDE
JUSTIFICATION FOR SOLE SOURCE/SOLE BRAND
Administrative Directive, Procurement Process

The City of Oceanside Municipal Code, Sections 28A.1, 28A.9, 28A.12 and Purchasing Directive Section V, Paragraph M defines competitive bidding and the established criteria for Justification for Sole Source/Sole Brand purchasing. Justification for Sole Source/Sole Brand form should only be used after all competitive bidding methods have deemed to be inappropriate or unable to fulfill requirements for the City of Oceanside.

Request for: XX SOLE SOURCE _____ SOLE BRAND

Vendor Name: Industrial Design Research

Item: Raised Beach Lifeguard Observation Tower

JUSTIFICATION FOR REQUEST:
Complete all applicable sections, **provide detailed explanation** below, attach all supporting documentation and additional explanation sheets, if required.

SOLE SOURCE - UNAVAILABLE FROM ANY OTHER SOURCE.
Product(s) that can be obtained from only one vendor are exempt from competitive bidding. Sole source purchases may include proprietary items sold directly from the manufacturer, items that have only one distributor authorized to sell in this area or a certain product has been proven to be the only product acceptable. Provide specifics on product selection, what are the unique features, how & why compatibility exists to current equipment needs.

Explanation: Using the internet and the Yellow Pages, staff researched companies that have the ability to build and supply a portable raised beach lifeguard tower . Only one company, Industrial Design Research, is able to meet the specification. SEE ATTACHED SPECIFICATIONS.

SEE ATTACHED, "Approved Budget" for "One-time Reserves for lifeguard towers"

Service (s) are defined as a vendor who provides a unique services and possesses unique qualifications to complete service. (Identify specific, measurable factors & qualifications.) **Does not include Professional Service Agreement.*

Explanation: _____

SOLE BRAND. Various vendors can supply the specified model/brand or similar brands and competitive bids will be solicited for the best brand. Provide details of other brands evaluated and reason(s) for rejecting. Provide brand name, model, vendor name, date, and name of each person contacted. To "match and intermember" is not normally an acceptable justification for sole brand. When you determine this is a justified factor which should be considered: the quantity, manufacturer, brand, model, property number of the existing equipment, and necessity for "interfacing" must be provided.

Explanation: _____

JUSTIFICATION FOR SOLE SOURCE/SOLE BRAND

Administrative Directive, Purchasing Process

UNJUSTIFIED FACTORS FOR SOLE SOURCE/SOLE BRAND:

1. Personal preference for a product or vendor.
2. Cost, vendor performance, local service, maintenance, and delivery (these are
3. Features which exceed the minimum department requirement, e.g. heavy duty and quality.
4. Explanation for the actual need and basic use for the equipment, unless the information relates to a request for "unique features".
5. The statement "no substitutions" will not be considered without completion of the "Justification for Sole Source/Sole Brand" form.
6. Lack of advance planning for activity, unless deemed an Emergency Purchase per Administrative Directive.
7. Concerns related to the amount of funds available for the acquisition of goods or services.

CERTIFICATION:

As an approved department representative, I have gathered technical information and have made a concentrated effort to review comparable/equal equipment. This is documented in this justification. I hereby certify as to the validity of the informatio and feel confident this justification for sole source/sole brand meets the City's criteria and is accurate.

Department Approval ***If Requisition less than $25,000***

Requested by: _____ (Print/Type Name)

Department Approval: _____ (Print/Type Name) (Signatun

Date: _____

Date: _____

City Manager Approval ***If Requisition Greater than $25,001 to $50,000***

City Manager Approval: _____ (Print/Type Name) (Signature)

Date: _____

City Council Approval ***If Requisition Greater than $50K***

Summary Date: _____ Item # _____ Doc #: