

*STAFF REPORT**CITY OF OCEANSIDE*

DATE: June 24, 2015

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 for FY2015-16 from various Fire Department funds for a total of \$1,281,000; 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.

<b>Vendor</b>	<b>Supplies / Services</b>	<b>Expenditure</b>	<b>Purchase Method</b>	<b>Account Number(s)</b>
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 550552101.5355

<b>Vendor</b>	<b>Supplies/Services</b>	<b>Expenditure</b>	<b>Purchase Method</b>	<b>Account Number(s)</b>
Hazardous Incident Response Team (HIRT)	City of Oceanside share of San Diego County HIRT	\$161,000	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	\$970,000	Sole source	550010101.5305

**FISCAL IMPACT**

In the adopted budget for fiscal year 2015-2016, City Council approved funds for these purchases in business units 550010101 (Fire Administration) and 550552101 (Fire Suppression). The fiscal year 2015-2016 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.

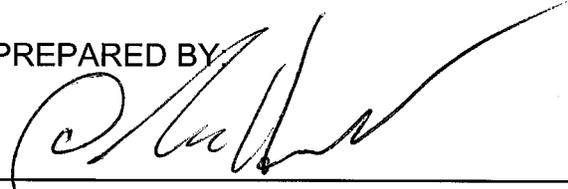
**CITY ATTORNEY'S ANALYSIS**

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 for FY 2015-16 from various Fire Department funds for a total of \$1,281,000; and authorize the Financial Services Director, or designee, to execute the annual purchase orders.

PREPARED BY:

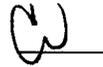
  
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REVIEWED BY:

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