



## Legislation Text

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Staff Report for a City of San Leandro City Council Resolution Approving and Authorizing the City Manager to Execute a Non-Professional Services Agreement for \$637,200 for Fiscal Years 2021-2022 and 2022-2023 with Priority 1 Public Safety Equipment Installation Incorporated, for Maintaining, Servicing, and Outfitting of Existing Police Vehicles to Match Equipment Presently in Use in the Police Department's Fleet

### **SUMMARY AND RECOMMENDATIONS**

Staff recommends that the City Council approve a sole source procurement, which is justified to match vehicle equipment currently in use on existing vehicles, approve the contract amount and authorize the City Manager to execute a non-professional services agreement with Priority 1 Public Safety Equipment Installation, Inc., to outfit, service, and maintain any new and replacement police fleet vehicles through June 30, 2023.

### **BACKGROUND**

City Council Resolution No. 2019-095 authorized a sole source procurement for Police Fleet Services and Maintenance using Priority 1 Public Safety Equipment. That agreement expires June 30, 2021. The Police Department's current fleet management program has been well received by the Department and continues to provide the service level expected from Priority 1. The Police Department intends to continue this arrangement for Fiscal Year 2021-2022 and 2022-2023. The fleet management program has existing funding programmed into the Garage Fund 690.

### **Analysis**

Priority 1 will continue to be responsible for servicing all vehicles in the Police Department's fleet. "Service" means all administrative work associated with the coordination of service providers for outfitting vehicles, recordkeeping, and any other administrative needs related to the fleet program. The service fee shall not exceed \$120,000 per fiscal year. The service rate is \$200 per patrol vehicle per month and \$100 per vehicle per month for unmarked vehicles. Any remaining balance will be carried forward each year to sustain the police fleet program. A sole source procurement is justified under California Public Contract Code section 3400, so that the new equipment will match and be compatible with existing equipment in use on other City police vehicle assets.

Priority 1 will also continue its regular maintenance of all police fleet vehicles. “Maintenance” means all upkeep of the fleet, mechanical inspections, warranty work, tire repair, oil changes, and any other maintenance required to maintain the Police Department’s fleet. Maintenance of the fleet will be conducted with as many local businesses as possible. This same maintenance agreement will not exceed \$123,600 each fiscal year, with any remaining balance carried forward each year to sustain the police fleet program.

Priority 1 will continue outfitting all vehicles to the Police Department’s exact specifications. “Outfitting” means procuring all materials and equipment needed to meet state vehicle code requirements for emergency vehicle operation, including lights and sirens, prisoner transport cages, and vehicle push-bars. Outfitting could also include any miscellaneous parts needed to improve the useful life of the vehicle or officer visibility, like protective exterior coatings or decals on the hood of the vehicle. Any additional technology, hardware, or equipment that the fleet manager deems necessary for public safety may be considered “outfitting.”

Lastly, Priority 1 will assume the responsibility of coordinating collision repairs with local auto body shops. Any charges incurred will be passed through, at no mark-up from the original invoice total, to the Police Department. The contract amount for this reimbursable expense is \$70,000 annually. The Police Department’s Fleet Manager currently coordinates with Risk Management to ensure a timely claims process for those losses the City incurs due to another party’s fault.

Thus, the annual proposed contract amount would be \$318,600 total, which includes \$120,000 for fleet services, \$123,600 for fleet maintenance, plus \$75,000 reimbursable expenses. This request for appropriation aligns with the broader biennial budget the Finance Department will be proposing for adoption for Fiscal Years 2021-2022 and 2022-2023.

The purpose of this proposed police fleet and maintenance program is to update the fleet in a timely manner, replace aging equipment that was extended beyond its useful life and to streamline the purchasing, outfitting and maintenance of police vehicles in an effort to reduce costs long-term.

### **Previous Actions**

- City Council adopted Resolution No. 2014-046 (May 19, 2014)
- City Council adopted Resolution No. 2014-053 (June 2, 2014)
- City Council adopted Resolution No. 2015-074 (April 6, 2015)
- City Council adopted Resolution No. 2015-075 (April 6, 2015)
- City Council adopted Resolution No. 2015-173 (October 5, 2015)
- City Council adopted Resolution No. 2017-104 (July 17, 2017)
- City Council adopted Resolution No. 2019-095 (June 3, 2019)

### **Fiscal Impact**

This Equipment Fund program (Fund 690) will cost \$637,200 and aligns with the next biennial budget.

**Budget Authority**

Appropriations for this Equipment Fund contract have been included within account 690-16-003 of the City Manager's Proposed Budget for fiscal years 2021-2022 and 2022-2023.

**PREPARED BY:** Lieutenant Brian Anthony, Police Lieutenant, Police Department