



# City of San Leandro

Meeting Date: February 16, 2021

## Staff Report

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**File Number:** 21-054

**Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.E.

**TO:** City Council

**FROM:** Fran Robustelli  
Interim City Manager

**BY:** Debbie Pollart  
Public Works Director

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** Staff Report for a City of San Leandro City Council Resolution to Approve and Authorize the Interim City Manager to Purchase One Ford F-350 Chassis Truck with a Perkins Lifter Unit Sole Sourced from Arata Equipment Company for \$99,472.01; and to Appropriate \$99,472.01 from the Equipment Repair and Maintenance Fund Balance to the Equipment Repair and Maintenance Fund Account 690-16-002-7510

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### SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council approve and authorize the Interim City Manager to purchase (sole source) one replacement piece of equipment (replacing old F-350 truck and a Rake-O-Vac unit used in parks maintenance) at a cost of \$99,472.01. Staff also recommends that for Fiscal Year 2020-2021 the City Council approve an appropriation of \$99,472.01 from the Equipment Repair and Maintenance Fund Balance to the Equipment Repair and Maintenance Account 690-16-002-7510.

### BACKGROUND

The replacement piece of equipment will be housed in the Parks section of the Public Works Department. The new F-350 chassis-mounted solid waste collection unit replaces a Ford F-350 truck with a dump bed (purchased in 2008 with a 10-year useful life) and a tow-along Rake-O-Vac (purchased in 2001 with a 15-year useful life), both used for parks maintenance throughout the City. Both pieces of existing equipment were scheduled for replacement in Fiscal Year 2018-2019.

### Analysis

The existing F-350 truck with a dump bed is used to remove trash bags from City parks, with staff manually lifting bags and putting them into the dump bed. Historically the Rake-O-Vac was used to perform leaf pick-up in grass and non-grass areas. In the interim since its purchase, staff has implemented Bay Friendly guidelines that encourage leaving leaf material in non-grass areas as

a natural kind of groundcover that also helps minimize run-off and reduces the amount of pesticide usage. Additionally, all existing City mowers are mulching mowers which mulch leaf material without the need to first pick the leaves up (old mowers in use when the Rake-O-Vac was purchased were not mulchers).

The new unit has a 6-yard capacity while staying narrow and compact for Parks pathways (current dually trucks are wider and only have a 2.5 to 3-yard capacity). All staff can operate the equipment with a Class C drivers license, including the part-time staff who primarily work on the busy weekends. Having the trash covered helps minimize trash blowing onto the streets when travelling back to the corp yard to dump, and the can lifting/dumping unit is a very helpful feature that both reduces staff time in servicing the garbage cans and reduces the risk for back/shoulder injuries.

Replacement funds paid to date for the two pieces of equipment equate to \$59,404 for the F-350 and \$54,884 for the Rake-O-Vac, which together more than cover the price of the new replacement vehicle/equipment.

### **Budget Authority**

Staff requests an appropriation of \$99,472.01 from the Equipment Repair and Maintenance Fund (690) balance to the Equipment Repair and Maintenance Account 690-16-002-7510.

The manufacturer, Perkins, only sells through one company in northern California, Arata Equipment Company, which is located in San Carlos. Staff did look at other manufacturer options, but none were able to meet the requirement of having service within 30 miles. A Sole Source form is included as an attachment to the staff report.

### **ATTACHMENT**

#### **Attachments to Staff Report**

- Equipment Quote
- Example Equipment Photo
- Sole Source Form

**PREPARED BY:** Debbie Pollart, Director, Public Works Department

# ARATA EQUIPMENT COMPANY

## Quote

**Bill To:**

City of San Leandro  
 Attn: Winston McKee  
 14200 Chapman Road  
 San Leandro, CA 94578

**Ship To:**

City of San Leandro  
 Attn: Winston McKee  
 14200 Chapman Road  
 San Leandro, CA 94578

| Date      | Estimate # | Purchase Order Number | Terms | Sales Representative |
|-----------|------------|-----------------------|-------|----------------------|
| 12/4/2020 | 5912       |                       |       | Nick                 |

| Description   | Quantity | Price Each | Sales Tax | Excise Tax | Amount    |
|---|----------|------------|-----------|------------|-----------|
| 2021 Ford F-350 Chassis<br>Regular Cab 4 x 2 145 inch wheel base<br>6yd Perkins Lifter Unit<br>PTO Install Kit - FORD F450<br>Full hydraulic metal sweep cover kit<br>Upgraded work lighting package<br>Tool carrying tubes<br>Stainless steel fenders<br>All weather floor mats<br>4 sets of keys<br>4 work lights. S2 Pro, LED Wide Cornering<br>Left (single), Right (single), Rear (two)<br>Ford Rear backup Camera<br>Ford Running Boards<br>5 blank Upfitter Switches in the Cab<br>DMV Registration with Exempt License<br>Plates and all associated fees paid.<br>Rear mounted plate will be illuminated so that<br>it is visible from a distance<br>of 50ft to the rear when the running lights are<br>turned on.<br>Rear facing light to be LED Style | 1        | 88,995.00  | Yes       |            | 88,995.00 |

| Vehicle Identification Number | Stock Number | Subtotal |
|-------------------------------|--------------|----------|
|-------------------------------|--------------|----------|

**Sales Tax (9.75%)**

**Total**

# ARATA EQUIPMENT COMPANY

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| Date      | Estimate # | Purchase Order Number | Terms | Sales Representative |
|-----------|------------|-----------------------|-------|----------------------|
| 12/4/2020 | 5912       |                       |       | Nick                 |

| Description       | Quantity | Price Each | Sales Tax | Excise Tax | Amount   |
|-------------------|----------|------------|-----------|------------|----------|
| Estimated Freight | 1        | 1,800.00   | No        |            | 1,800.00 |

|                               |              |                   |                    |
|-------------------------------|--------------|-------------------|--------------------|
| Vehicle Identification Number | Stock Number | Subtotal          | \$90,795.00        |
|                               |              | Sales Tax (9.75%) | \$8,677.01         |
|                               |              | <b>Total</b>      | <b>\$99,472.01</b> |



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# CITY OF SAN LEANDRO

## SOLE SOURCE JUSTIFICATION

Project Manager: Winston McKee, Parks Supervisor Date: 1/25/21

Contractor/Consultant/Vendor: Arata Equipment Company

Project Number: NA Contract Amount: \$ 99,472.01

Project Description: Purchase of replacement vehicle (F-350 chassis) and Perkins Lifter Unit for Parks section.

**Notice: Purchases of goods or contracting for services over \$5,000 without obtaining at least three (3) quotes is a violation of City policy unless justified on one or more of the bases below. The City's formal bidding process will normally apply to purchases over \$25,000.**

**Attach Requisition Form for Signature Approval**

### JUSTIFICATION FOR AWARD OF SOLE SOURCE CONTRACT

- Emergency PO request. Need for the service is of such an unusual and compelling urgency that the City of San Leandro would be seriously injured unless it is permitted to limit the number of sources from which it solicits bids or proposals. This justification is not met on the basis of a lack of planning.
- Staff solicited competitive bids and was unable to obtain three quotes from responsive vendors – Attach sheet with company names, contact names and phone numbers of vendors contacted
- The service/product is only available from a single source and there is no acceptable substitute
- The item is directly procured from the original manufacturer and that supplier is the only source for such item
- Only one vendor can meet the required service area of 30 miles.
- Only one (1) Contractor/Consultant/Vendor who can provide unique/highly specialized item/ service
- Economy or efficiency supports award to existing contractor/consultant as a logical follow-on to work already in progress under a competitively awarded contract
- Cost to prepare for a competitive procurement exceeds the cost of the work or item
- The item is an integral repair part or accessory compatible with existing equipment
- The item or service is essential in maintaining research or operational continuity
- The item/service is one with which staff members who will use the item/service have specialized training and/or expertise and retraining would incur substantial cost in time and/or money

**EXPLANATION:** To improve staff efficiencies and reduce the possibility for shoulder/back injuries, Public Works would like to replace an existing F-350 truck and dump bed (overdue for replacement) with a F-350 chassis and Perkins Lifter unit. Perkins units are only sold through one company in northern California, Arata Equipment Company, located in San Carlos. They are also the only equipment company for this type of equipment with service within a 30-mile radius of San Leandro.

**REQUESTOR SIGNATURE**



# City of San Leandro

Meeting Date: February 16, 2021

## Resolution - Council

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**File Number:** 21-059 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Fran Robustelli  
Interim City Manager

**BY:** Debbie Pollart  
Public Works Director

**FINANCE REVIEW:** Susan Hsieh  
Finance Director

**TITLE:** RESOLUTION of the City of San Leandro City Council to Approve and Authorize the Interim City Manager to Sole Source Purchase One Ford F-350 Chassis Truck with a Perkins Lifter Unit from Arata Equipment Company for \$99,472.01; and to Appropriate \$99,472.01 from the Equipment Repair and Maintenance Fund Balance to the Equipment Repair and Maintenance Fund Account 690-16-002-7510

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**WHEREAS**, a purchase estimate and Sole Source form were presented to this City Council; and

**WHEREAS**, the City Council is familiar with the contents thereof; and

**WHEREAS**, the Interim City Manager recommends the purchase of such equipment; and

**WHEREAS**, monies have been paid into the equipment replacement fund; and

**WHEREAS**, the Fiscal Year 2020-2021 Equipment Repair and Maintenance Internal Service Fund balance has funds available to appropriate to the Vehicle Purchase Account; and

**WHEREAS**, the purchase is justified because it replaces existing equipment that is beyond the end of its useful life and will support the City's Parks maintenance work.

**NOW, THEREFORE**, the City Council of the City of San Leandro **RESOLVES** as follows:

1. That said purchase estimate of \$99,472.01, substantially in the form presented is hereby approved and the Interim City Manager is authorized to execute all documents and take all actions necessary to execute the purchase; and
2. That for Fiscal Year 2020-2021 a budget transfer from the Fund 690 fund balance is

authorized as follows:

- Increase Equipment Repair and Maintenance Account 690-16-002-7510 by \$99,472.01