



CITY OF MENIFEE

SUBJECT: Public Works Fiscal Year 2022/23 Vehicle Purchases

MEETING DATE: April 19, 2023

TO: Mayor and City Council

PREPARED BY: Chris Gehrki, Management Analyst

REVIEWED BY: Nick Fidler, Public Works Director

APPROVED BY: Armando G. Villa, City Manager

RECOMMENDED ACTION

1. Approve the purchase of two RAV4 Hybrid vehicles from Temecula Valley Toyota in the not-to-exceed amount of \$85,430 including taxes and delivery; and
2. Approve the purchase of one refrigerated box truck vehicle and appurtenant outfitting from Freeway Isuzu Truck in the not-to-exceed amount of \$140,300.09, including taxes and delivery; and
3. Authorize the purchases of the three vehicles as an informal bid as allowed under the Menifee Municipal Code Section 3.12.070(A)(2) and 3.12.070(A)(5); and
4. Authorize the City Manager to execute the required documents and the Finance Department to issue corresponding purchase orders for the vehicle purchases.

DISCUSSION

As the City continues to grow and develop, the need to expand the City's vehicle fleet has correspondingly increased to allow the City to continue to provide essential services. Historically, each Department would request and order the vehicles and equipment required to maintain the services provided by each Department. In an effort to streamline and standardize this process, the Public Works Department will be responsible for compiling these requests and pursue purchasing as outlined in Municipal Code 3.12.

Fire/Fire Marshal's Office Vehicles

The City of Menifee contracts fire services with Cal Fire / Riverside County Fire providing a full range of fire protection services. Together they take measures and practices directed toward the

prevention and suppression of destructive fires and protect the citizens of Menifee against the loss of life and property. To meet these needs, the Fiscal Year 2022/2023 adopted Budget incorporated allocations for vehicle purchases for the approved EMS Specialist and Fire Inspector. Specifically, two (2) Rav4 vehicles will be purchased to support Fire Marshal and EMS Specialist operations.

Community Services/CalRecycle Edible Food Recovery Grant Program Vehicle

Additionally, in the fall of 2022, the City of Menifee's Community Services Department, in partnership with the Menifee Valley Community Cupboard (MVCC), was successful in securing grant funding in the amount of \$241,360 through CalRecycle's 2022/23 Edible Food Recovery Grant (EFRG) Program. The funded project includes the addition of climate controls to a MVCC container to allow for the storage of semi-perishable goods, upgrades to the kitchen preparation area to allow for processing and repackaging of bulk item donations, as well as an additional collection/distribution vehicle (refrigerated box truck) to be used by MVCC in the distribution of food. The vehicle purchase would include the purchase of the truck itself as well as a 16 foot insulated refrigerated Summit body with Thermo king reefer unit 520 with electric standby, needed to house the transportation of food by MVCC.

Procurement Efforts -

To help secure the most cost-effective pricing for the purchase of the three vehicles, staff completed the following procurement efforts:

#1. Cooperative Purchasing (*Allowable under Menifee Municipal Code 3.12.070 (A)(6)*) - Staff attempted to locate these vehicles using a Sourcewell Cooperative Purchasing Agreement Contract with Toyota and other cooperative purchasing entities, but there were none available. By using cooperative purchasing, the City would be able to reduce solicitation efforts/staff time and leverage other governmental entities bidding efforts with pre-negotiated pricing.

#2. Competitive Formal Bidding Process (*Pursuant to Menifee Municipal Code 3.12.060*) - Next, staff posted two separate formal bids using PlanetBids, and soliciting bid responses for the purchase of the three (3) vehicles, but the City received zero responses.

#3. Informal Bid Procedures (*Pursuant to Menifee Municipal Code 3.12.060(I)*) - Finally, after receiving no bid responses to the Competitive Formal Bids issued, staff requested quotes from local dealers to find these vehicles physically on hand and available for purchase. Quotes were only received by one local dealer, Temecula Valley Toyota, for the Rav4 vehicles and Freeway Isuzu Truck for the refrigerated box truck, as other dealers didn't have the quantity, make and models requested available for purchase at this time. Staff has reviewed the quotes from Temecula Valley Toyota (2 Rav4 vehicles) and Freeway Isuzu Truck (refrigerated box truck vehicle) for cost reasonability and recommends moving forward with the purchases as allowable under Menifee Municipal Code Section 3.12.070(A)(2) and 3.12.070(A)(5).

STRATEGIC PLAN OBJECTIVE

Safe and Attractive Community

FISCAL IMPACT

The fiscal impact for the requested vehicle purchases is \$225,730.09, \$85,430 for the two Rav4 vehicles and \$140,300.09 for the refrigerated box truck vehicle. Funding for the purchase of these three vehicles is principally derived specifically from: Special revenue funds, grant funds, South Coast Air Quality Management District (AQMD) funding intended to encourage the development of measures or projects that result in the reduction of motor vehicle emissions, and for the EMS Specialist Vehicle funds collected to support fire services. Funding of \$2,715 from General Fund will be used to pay a portion of the Fire Inspector vehicle, as costs were slightly higher than the available AQMD budget. The purchase of the refrigerated box truck will be fully funded and reimbursed through the CalRecycle EFRG grant.

Associated maintenance costs for the vehicles will be absorbed as part of the City's on-going maintenance program, with most of the maintenance and repair services performed internally by the Fleet Division of the Public Works Department. Upon receipt of the refrigerated box truck, the City will formally transfer ownership and all maintenance responsibilities to Menifee Valley Community Cupboard. Therefore, any on-going maintenance costs will not require city funding.

The proposed purchases have been budgeted in the Fiscal Year 2022/2023 Budget within the following accounts:

MAKE/MODEL	FUND	ACCOUNT	AMOUNT (\$) FUNDED	PURCHASE AMOUNT
2023 NRR Cab Chassis (MVCC Refrigerated Box Truck)	Grant Fund	301-4661-58164	\$140,300.09	\$140,300.09
Toyota RAV4 Hybrid (Fire EMS Specialist)	General	100-4445-53155	\$42,715	\$42,715
Toyota RAV4 Hybrid (Fire Inspector)	AQMD	280-4221-53155	\$40,000	\$42,715
	General Fund	100-4446-53155	\$2,715	
TOTAL:				\$225,730.09

No additional budget appropriation action is required.

ATTACHMENTS

1. Negative response from Moss Bros. Toyota of Moreno Valley
2. Negative response from Toyota of Riverside
3. Quote from Temecula Valley Toyota
4. Quote from Freeway Isuzu Truck for Refrigerated Box Truck Vehicle