



Office of the City Manager

CONSENT CALENDAR  
March 26, 2024

To: Honorable Mayor and Members of the City Council  
From: Dee Williams-Ridley, City Manager  
Submitted by: Andrew Murray, Interim Director of Public Works  
Subject: Purchase Order Extension Authorizations for Critical Vendors of Equipment Maintenance Parts and Services for Multiple Departments

RECOMMENDATION

Adopt fourteen Resolutions authorizing the City Manager to execute extensions of existing multi-year purchase orders for Equipment Maintenance Parts and Services as described below through June 30, 2025:

1. Purchase Order with Golden State Emergency Vehicle for Fire vehicle repairs increased by \$500,000 to a new total Purchase Order amount not to exceed \$800,437.50.
2. Purchase Order with Pape Machinery, Inc. for heavy equipment parts and repairs increased by \$375,000 to a new total Purchase Order amount not to exceed \$666,697.50.
3. Purchase Order with City Auto Supply for ongoing vehicle parts increased by \$250,000 to a new total Purchase Order amount not to exceed \$432,447.50.
4. Purchase Order with Fleetwash, Inc. for vehicle washing increased by \$200,000 to a total Purchase Order amount not to exceed \$372,615.
5. Purchase Order with Coast Counties Truck & Equipment Co. for heavy equipment parts increased by \$225,000 to a new total Purchase Order amount not to exceed \$351,730.
6. Purchase Order with Arata Equipment Company for Zero Waste vehicle parts and repairs increased by \$210,000 to a new total Purchase Order amount not to exceed \$320,180.
7. Purchase Order with TEC of California, Inc. for vehicle parts and accessories increased by \$200,000 to a new total Purchase Order amount not to exceed \$305,000.
8. Purchase Order with Future Ford of Concord for auto/truck parts and service increased by \$205,000 to a new total Purchase Order amount not to exceed \$300,000.
9. Purchase Order with Acme Rigging & Supply Company, Inc. for wheel loader and heavy equipment parts increased by \$200,000 to a new total Purchase Order amount not to exceed \$285,995.

10. Purchase Order with Western Truck Center in an amount not to exceed \$260,000.
11. Purchase Order with Southern Counties Lubricants LLC for vehicle lubricants increased by \$175,000 to a new total Purchase Order amount not to exceed \$238,500.
12. Purchase Order with McNeilus Truck and Manufacturing Company for Zero Waste truck parts increased by \$150,000 to a new total Purchase Order amount not to exceed \$200,000.
13. Purchase Order with California Covers for upholstery services increased by \$60,000 to a new total Purchase Order amount not to exceed \$110,881.01.
14. Purchase Order with Berry Brothers for towing services increased by \$15,000 to a new total Purchase Order amount not to exceed \$50,000.

FISCAL IMPACTS OF RECOMMENDATION

See table on next page

| Vendor                                   | Department Served / Description of Goods/Service       | Purchase Order Number | Amount Currently Spent | Amount Encumbered | Additional Amount Needed FY 2024 (03/01/2024 – 06/30/2024) | Amount Needed FY 2025 (07/01/2024 – 06/30/2025) | Total Purchase Order Authorization Amount |
|--|--|-----------------------|------------------------|-------------------|--|---|---|
| Golden State Emergency Vehicle           | Fire/specialized repairs to fire vehicles              | 22400219              | \$272,339.81           | \$300,437.50      | \$100,000.00   | \$400,000.00                                    | \$800,437.50                              |
| Pape Machinery, Inc.                     | Public Works/heavy equipment parts & repairs           | 22400272              | \$240,312.88           | \$291,697.50      | \$75,000.00  | \$300,000.00                                    | \$666,697.50                              |
| City Auto Supply                         | Fire/vehicle parts                                     | 22400278              | \$165,065.80           | \$182,447.50      | \$50,000.00  | \$200,000.00                                    | \$432,447.50                              |
| Fleetwash, Inc.                          | Zero Waste (PW)/cleaning of garbage trucks             | 22400283              | \$131,294.70           | \$172,615.00      | \$50,000.00  | \$150,000.00                                    | \$372,615.00                              |
| Coast Counties Truck & Equipment Co      | Public Works/heavy equipment parts & repairs           | 22400196              | \$122,294.98           | \$126,730.00      | \$50,000.00  | \$175,000.00                                    | \$351,730.00                              |
| Arata Equipment Company                  | Zero Waste (PW)/specialized repairs & parts            | 22400212              | \$65,653.91            | \$110,180.00      | \$50,000.00  | \$160,000.00                                    | \$320,180.00                              |
| TEC of California, Inc.                  | Public Works/vehicle parts                             | 22400309              | \$70,723.82            | \$105,000.00      | \$50,000.00  | \$150,000.00                                    | \$305,000.00                              |
| Future Ford of Concord                   | Police/Parts & Repairs                                 | 22400281              | \$65,401.26            | \$95,000.00       | \$55,000.00  | \$150,000.00                                    | \$300,000.00                              |
| Acme Rigging & Supply Company, Inc.      | Public Works/Wheel loader and heavy equipment parts    | 22400070              | \$57,127.00            | \$85,995.00       | \$50,000.00  | \$150,000.00                                    | \$285,995.00                              |
| Western Truck Center                     | Zero Waste(PW)/specialized parts and repairs           | 22403341              | \$63,686.15            | \$85,000.00       | \$50,000.00  | \$125,000.00                                    | \$260,000.00                              |
| Southern Counties Lubricants LLC         | Public Works/vehicle lubricants                        | 22400319              | \$67,759.17            | \$83,500.00       | \$25,000.00  | \$130,000.00                                    | \$238,500.00                              |
| McNeilus Truck and Manufacturing Company | Zero Waste(PW)/vehicle parts                           | 22400281              | \$41,808.55            | \$50,000.00       | \$50,000.00  | \$100,000.00                                    | \$200,000.00                              |
| California Covers                        | Public Works/upholstery services                       | 22400080              | \$26,580.12            | \$50,881.01       | \$0.00   | \$60,000.00                                     | \$110,881.01                              |
| Berry Brothers                           | Public Works/towing large fleet vehicles and equipment | 22403742              | \$0.00                 | \$35,000.00       | \$0.00   | \$15,000.00                                     | \$50,000.00                               |
| <b>Total Amount</b>                      |  |                       |                        |                   | <b>FY24<br/>\$655,000</b>                                  | <b>FY25<br/>\$2,265,000</b>                     | <b>\$4,694,483.51</b>                     |

The amounts requested above will be funded by Equipment Maintenance Fund 672 which bills customer departments based on usage and services to be cost recoverable. Funding for FY 2025 in the amount of \$2,265,000 will be appropriated as part of the annual budget process. Funding for FY 2024 is available in the Equipment Maintenance Fund budget subject to appropriation in the Second Amendment to the Annual Appropriations Ordinance.

#### CURRENT SITUATION AND ITS EFFECTS

Due to evolving purchasing process improvements, Public Works administrative staff plan to transition away from single year purchase orders to multiyear contracts or multiyear purchase orders with vendors selected through a competitive process or with validation of sole source agreements. Public Works is continuing to implement best management practices in the procurement of goods and services. This approval by City Council will give staff the needed time to continue maintaining critical vehicles such as fire engines, ambulances, Police vehicles, garbage trucks, and other essential first responder and maintenance vehicles until new contracts or multiyear purchase orders are in place for each selected vendor prior to July 1, 2025.

Additionally, due to unforeseen increases in pricing for parts and services, the Equipment Maintenance Division needs additional purchasing authority to continue operating. Due to mechanic vacancies, repair services by outside vendors have been necessary, which increased Equipment Maintenance expenditures over the last several years. Without this authorization, the Equipment Maintenance Division will be unable to perform needed repairs and service. Public Works is rapidly approaching purchasing limits for specific vendors and anticipate that the Equipment Maintenance Division will reach their purchase order limits for all the above vendors by the end of this fiscal year.

Public Works has recently hired additional administrative staff and assigned them the responsibility of implementing best practices to ensure that procurement process is well managed.

Authorization of these purchase orders is a Strategic Plan Priority advancing our goal to provide state-of-the-art, well-maintained infrastructure, amenities, and facilities.

#### BACKGROUND

Equipment Maintenance has utilized these fourteen vendors through existing purchase orders in previous years to provide required parts and services that City staff need in order to keep equipment in service.

In many cases, these vendors are the sole authorized repair and parts centers in Northern California for fleet vehicle parts required by the City's Equipment Maintenance Division.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental or climate impacts with this action aside from ensuring vehicles are in their best operating condition.

RATIONALE FOR RECOMMENDATION

Authorizing the Resolutions to increase existing purchase order authority allows the Equipment Maintenance Division to continue to provide critical equipment maintenance repairs to Police, Fire, Zero Waste, Forestry, and Public Works vehicles which service the City.

ALTERNATIVE ACTIONS CONSIDERED

Without authorization for purchase order extensions, the City's ability to repair vehicles that provide critical services, such as fire engines, garbage trucks, ambulances, backhoes, etc., will be jeopardized. Public Works staff is actively working through the process of procuring new competitive solicitations and identifying recommendations for sole source agreements for these critical vendors.

CONTACT PERSON

Joy Brown, Operations Manager 510-981-6629

Attachments:

- 1: Resolution – Purchase Orders Extension: Golden State Emergency Vehicle for Fire Vehicle Repairs
- 2: Resolution – Purchase Orders Extension: Pape Machinery Inc. for Heavy Equipment Parts and Repairs
- 3: Resolution – Purchase Orders Extension: City Auto Supply for Ongoing Vehicle Parts
- 4: Resolution – Purchase Orders Extension: Fleetwash, Inc. for Vehicle Washing of Police and Zero Waste Vehicles
- 5: Resolution – Purchase Orders Extension: Coast Counties Truck & Equipment Co. for Zero Waste Heavy Equipment Parts
- 6: Resolution – Purchase Orders Extension: Arata Equipment Company for Zero Waste Vehicle Parts and Repairs
- 7: Resolution – Purchase Orders Extension: TEC of California, Inc. for Vehicle Parts and Accessories
- 8: Resolution – Purchase Orders Extension: Future Ford of Concord for Auto/Truck Parts and Service
- 9: Resolution – Purchase Orders Extension: Acme Rigging & Supply Company, Inc. for Zero Waste Wheel Loader and Heavy Equipment Parts
- 10: Resolution – Purchase Orders Extension: Western Truck Center for Specialized Parts and Repairs
- 11: Resolution – Purchase Orders Extension: Southern Counties Lubricants LLC for Vehicle Lubricants
- 12: Resolution – Purchase Orders Extension: McNeilus Truck and Manufacturing for Zero Waste Truck Parts

13: Resolution – Purchase Orders Extension: California Covers for Upholstery Services

14: Resolution – Purchase Orders Extension: Berry Brothers for Towing Services

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: GOLDEN STATE EMERGENCY VEHICLE FOR  
FIRE VEHICLE REPAIRS

WHEREAS, the specialized services of Golden State Emergency Vehicle are needed for Fire vehicle repairs; and

WHEREAS, the Equipment Maintenance Division needs additional mechanic capacity due to vacancies, fire apparatus warranty work and repairs to specialty equipment that Equipment Maintenance does not provide; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with Golden State Emergency Vehicle for Fire vehicle repair, increasing the combined amount by \$500,000 for a total not-to-exceed amount of \$800,437.50.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: PAPE MACHINERY INC. FOR HEAVY  
EQUIPMENT PARTS AND REPAIRS

WHEREAS, the specialized services of Pape Machinery Inc. are needed for heavy equipment parts and vehicle repairs; and

WHEREAS, the Equipment Maintenance Division needs to be able to purchase the specific parts for the heavy equipment and provide repairs that staff are not able to perform; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with Pape Machinery Inc. for heavy equipment parts and repairs, increasing the combined amount by \$375,000 for a total not-to-exceed amount of \$666,697.50.



March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: CITY AUTO SUPPLY FOR ONGOING VEHICLE PARTS

WHEREAS, the specialized services of City Auto Supply are needed for ongoing vehicle parts; and

WHEREAS, the Equipment Maintenance Division needs to purchase a variety of dealer original equipment manufacturer parts at a discount to support repairs; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with City Auto Supply for ongoing vehicle parts, increasing the combined amount by \$250,000 for a total not-to-exceed amount of \$432,447.50.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: FLEETWASH, INC. FOR VEHICLE WASHING

WHEREAS, the specialized services of Fleetwash, Inc. are needed for vehicle washing; and

WHEREAS, the Equipment Maintenance Division needs to keep vehicles clean to support the life span of the vehicle; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and funding will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with Fleetwash, Inc. for vehicle washing, increasing the combined amount by \$200,000 for a total not-to-exceed amount of \$372,615.00.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: COAST COUNTIES TRUCK & EQUIPMENT CO.  
FOR HEAVY EQUIPMENT PARTS

WHEREAS, the specialized services of Coast Counties Truck & Equipment Co. are needed for heavy equipment parts and service repairs; and

WHEREAS, the Equipment Maintenance Division needs to be able to purchase specific parts to support repairs on heavy equipment, and provide repairs that staff are not able to perform; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with Coast Counties Truck & Equipment Co. for heavy equipment parts, increasing the combined amount by \$225,000 for a total not-to-exceed amount of \$351,730.00.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: ARATA EQUIPMENT COMPANY FOR ZERO  
WASTE VEHICLE PARTS AND REPAIRS

WHEREAS, the specialized services of Arata Equipment Company are needed for Zero Waste vehicle parts and repairs; and

WHEREAS, the Equipment Maintenance Division needs be able to purchase specific parts and needs additional repairs support for specialized heavy equipment; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with of Arata Equipment Company for Zero Waste vehicle parts and repairs, increasing the combined amount by \$210,000 for a total not-to-exceed amount of \$320,180.00.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: TEC OF CALIFORNIA, INC. FOR VEHICLE PARTS AND ACCESSORIES

WHEREAS, the specialized services of TEC of California, Inc. are needed for vehicle parts and accessories; and

WHEREAS, the Equipment Maintenance Division needs to purchase a variety of vehicle parts to support repairs; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with TEC of California, Inc. for vehicle parts and accessories, increasing the combined amount by \$200,000 for a total not-to-exceed amount of \$305,000.00.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: FUTURE FORD OF CONCORD FOR  
AUTO/TRUCK PARTS AND SERVICE

WHEREAS, the specialized services of Future Ford of Concord are needed for vehicle parts and service; and

WHEREAS, the Equipment Maintenance Division needs be able to purchase specific parts and needs additional repairs support; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with Future Ford of Concord for auto/truck parts and service, increasing the combined amount by \$205,000 for a total not-to-exceed amount of \$300,000.00.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: ACME RIGGING & SUPPLY COMPANY, INC.  
FOR WHEEL LOADER AND HEAVY EQUIPMENT PARTS

WHEREAS, the specialized services of Acme Rigging & Supply Company, Inc. are needed for wheel loader and heavy equipment parts; and

WHEREAS, the Equipment Maintenance Division needs be able to purchase specific parts and needs additional repairs support; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with Acme Rigging & Supply Company, Inc. for wheel loader and heavy equipment parts increasing the combined amount by \$200,000 for a total not-to-exceed amount of \$285,995.00.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: WESTERN TRUCK CENTER FOR  
SPECIALIZED REPAIRS AND PARTS

WHEREAS, the specialized services of Western Truck Center are needed; and

WHEREAS, the Equipment Maintenance Division needs additional mechanic capacity due to vacancies, specialized repairs, and heavy equipment parts; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with Western Truck Center, increasing the combined amount by \$175,000 for a total not-to-exceed amount of \$260,000.00.



March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: SOUTHERN COUNTIES LUBRICANTS LLC FOR  
VEHICLE LUBRICANTS

WHEREAS, the specialized services of Southern Counties Lubricants LLC are needed for vehicle lubricants; and

WHEREAS, the Equipment Maintenance Division needs be able to purchase lubricants like oil, transmission fluids, coolants, and others to perform regular maintenance on its work vehicles; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with Southern Counties Lubricants LLC for vehicle lubricants, increasing the combined amount by \$155,000 for a total not-to-exceed amount of 238,500.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: MCNEILUS TRUCK AND MANUFACTURING  
FOR ZERO WASTE TRUCK PARTS

WHEREAS, the specialized services of McNeilus Truck and Manufacturing are needed for Zero Waste truck parts; and

WHEREAS, the Equipment Maintenance Division needs be able to purchase specific parts and needs additional repairs support; and

WHEREAS, funding will be appropriated in the FY 2024 budget in Equipment Maintenance Fund 672 via amendment to the annual appropriations ordinance and will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with McNeilus Truck and Manufacturing Company for Zero Waste truck parts, increasing the combined amount by \$150,000 for a total not-to-exceed amount of \$200,000.00.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: CALIFORNIA COVERS FOR UPHOLSTERY SERVICES

WHEREAS, the Equipment Maintenance Division has the need to have specialized upholstery for specific vehicles; and

WHEREAS, the Division does not have internal resources to provide this service and needs additional time to go through the procurement process; and

WHEREAS, funding will be appropriated in the will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with California Covers for upholstery services, increasing the combined amount by \$60,000 for a total not-to-exceed amount of \$110,881.01.

March 26, 2024

RESOLUTION NO. ##,###-N.S.

PURCHASE ORDERS EXTENSION: BERRY BROTHERS FOR TOWING SERVICES

WHEREAS, the services provided by Berry Brothers Towing are needed by the Department of Public Works Equipment Maintenance Division for towing large fleet equipment and vehicles; and

WHEREAS, Berry Brothers has provided towing services under contract for the Division over the last eleven years and the contract has insufficient funds; and

WHEREAS, additional time is needed to do a Request for Proposals for fleet towing services; and

WHEREAS, funding will be appropriated in the will be appropriated in the FY 2025 budget through the annual budget process.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute a purchase order extension through June 30, 2025 with Berry Brothers for towing services, increasing the combined amount by \$15,000 for a total not-to-exceed amount of \$50,000