



**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FROM:** Community Health Agency / Department of Animal Services

**SUBMITTAL DATE:**

**SUBJECT: APPROVE THE PURCHASE ORDER FOR THE RETROFIT OF A MGNBS SUPERBUS INTO A MOBILE SPAY/NEUTER VEHICLE WITH COMPLETE COACHWORKS, FOR RIVERSIDE COUNTY DEPARTMENT OF ANIMAL SERVICES**

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

1. Approve the proposed purchase of services for the retrofit of the MGNBS Super-bus in the amount of \$172,780 without securing competitive bid in accordance with ordinance 459.4, pursuant to the Director of County Purchasing, awarding the contract in behalf of the County.

**BACKGROUND:** On May 9, 2005, Riverside Transit Authority (RTA) contacted the Department of Animal Services with a proposal to sell one of their existing transit buses to the Department for \$1.00. The Department envisioned retrofitting the bus to be used as a mobile spay/neuter clinic throughout Riverside County. The Department included a policy item for \$150,000 to retrofit, staff and advertise for the mobile spay/neuter vehicle in the Fiscal Year 2005/2006 budget and the budget, including said policy item, was approved on June 28, 2005. Subsequently, the RTA Board of Directors approved the sale at their July 28, 2005 meeting, and the department took possession on August 2, 2005.

(Continued on Page 2)

Robert Miller, Director  
Department of Animal Services

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 172,780	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 172,780	Budget Adjustment:	No
	Annual Net County Cost:	\$ 172,780	For Fiscal Year:	FY 06/07
<b>SOURCE OF FUNDS:</b> Departmental Revenue and County General Fund				<b>Positions To Be Deleted Per A-30</b> <input type="checkbox"/>
				<b>Requires 4/5 Vote</b> <input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

**County Executive Office Signature**

Consent  
 Policy  
  
 Consent  
 Policy  
  
 Dept't Recomm.:  
 Per Exec. Ofc.:

**Prev. Agn. Ref.:**

**District:**

**Agenda Number:**

3 . 17

Purchasing: *Delia Cournoyer*  
 Director  
 Departmental Concurrence

3008 266 50 6W 5:35

## **Board of Supervisors**

**Form 11: APPROVE THE PURCHASE ORDER FOR THE RETROFIT OF A MGNBS SUPERBUS INTO A MOBILE SPAY/NEUTER VEHICLE WITH COMPLETE COACHWORKS, FOR RIVERSIDE COUNTY DEPARTMENT OF ANIMAL SERVICES**

**Page 2**

### **BACKGROUND (Continued)**

The bid from Complete Coachworks is \$172,780, \$22,780 over the budgeted amount of \$150,000. The Department will endeavor to absorb these costs, along with an estimated \$50,000 that it will cost to purchase tires, vehicle maintenance and have the mobile spay/neuter vehicle painted with the Departmental insignia. Should the Department not be able to absorb these costs, the Department will update the Board of Supervisors through the quarterly report process.

The mobile spay/neuter vehicle will be used through out the County of Riverside to provide residents with sterilization services for dogs and cats. Residents will be able to set-up appointments with the Department of Animal Services for times when the mobile spay/neuter vehicle visits their area. The schedule will be published on the Department of Animal Services website, in local newspapers and through other media avenues in order to inform the public.

Riverside County Purchasing and Fleet Services Department, on behalf of the Department of Animal Services, issued a Request for Quote (number HSARC025) seeking competitive bids from qualified companies to provide the department with a proposed layout for conversion of the MGNBS Super-Bus into a mobile spay/neuter vehicle.

### **PRICE REASONABLENESS**

The Request for Quote (RFQ) HSARC025 was mailed to twelve (12) companies and was posted on the County of Riverside Purchasing and Fleet Services website. The County received three bid responses, one bid was determined to be non-responsive bid and one no bid response to the RFQ request on June 2, 2006. The bid response from Complete Coachworks was reviewed with County Purchasing and the Department of Animal Services in which they concurred that the bid response was acceptable for this project. The bid response from Complete Coachworks for \$172,780 is fair and reasonable based on the magnitude of work involved to complete this project and other comparable custom built specialty vehicles such as the mobile command centers for the Sheriff's department. The vendor's lead time for this retrofit is projected at sixty days.

### **REVIEW/APPROVAL**

Riverside County Purchasing and Fleet Services concur with this request.