

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

814



**FROM:** Fire

**SUBMITTAL DATE:**  
November 1, 2012

**SUBJECT:** Sole Source Agreement with Spartan Motors

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

1. Approve and authorize the Purchasing Agent to execute a one (1) year Sole Source Agreement for parts of vehicle chassis' manufactured by Spartan Motors from Spartan Motors estimated at \$ 55,000 annually without seeking competitive bids, which includes an option to renew the agreement for four (4) additional one-year periods; and,
2. Authorize Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option, based on the availability of fiscal funding; and,
3. Authorize the Purchasing Agent to enter into Amendments staying within 10% of the contract maximum.

**BACKGROUND:** Continued on Page 2

*[Signature]*  
\_\_\_\_\_  
John R. Hawkins, County Fire Chief

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 55,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 13,200	Budget Adjustment:	No
	Annual Net County Cost:	\$ 13,200	For Fiscal Year:	FY12/13

<b>SOURCE OF FUNDS:</b> General Funds, Structural Fire Taxes, Contract Reimbursements	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

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

BY: *[Signature]*  
Michael R. Shetler

**County Executive Office Signature**

- Consent
- Policy
- Consent
- Policy

Dept's Recomm.:  
Per Exec. Ofc.:

**Prev. Agn. Ref.:**

**District:** All

**Agenda Number:**

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3.13

PURCHASING & FLEET SERVICES  
 Robert Howayshali, Director  
 Department of Community

RE: Sole Source Agreement with Spartan Motors

Date: November 1, 2012

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**BACKGROUND: (Continued)**

The Fire Department currently has ninety-four (94) vehicles with the Spartan Motors manufactured chassis. The Department is requesting to sole source the parts for those chassis with Spartan Motors. Spartan parts are proprietary and unavailable from other vendors.

**PRICE REASONABLENESS:**

Spartan is offering the Department the same pricing and discounts as all other government agencies and will extend to Riverside County Fire Department its Large Municipality Discount. This discount is from list price and varies between 10% and 40% depending on part.

Date: November 13, 2012

From: John R. Hawkins, Fire Chief Department/Agency: Fire

To: Board of Supervisors/Purchasing Agent

Via: Purchasing Agent

Subject: Sole Source Procurement; Request for Spartan Motors to provide vehicle parts.

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

**1. Supply/Service being requested:**

Vehicle parts for chassis manufactured by Spartan Motors.

**2. Supplier being requested:**

Spartan Motors  
Vendor code #0000068498

**3. Alternative suppliers that can or might be able to provide supply/service:**

There is no other manufacturer factory authorized local area vendor that supplies proprietary parts for Spartan Chassis.

**4. Extent of market search conducted:**

Spartan Chassis parts are proprietary from the manufacturer.

**5. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:**

Spartan Motors is the manufacturer of approximately ninety-four (94) of our vehicle chassis' and the products are proprietary from the manufacturer.

**6. Reasons why my department requires these unique features and what benefit will accrue to the county:**

Due to the quantity of vehicles that utilize the Spartan Chassis, the County requires the parts from the manufacturer to complete the proper repairs and maintenance necessary. This ensures our vehicles will be maintained and ready for all emergency responses.

**7. Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** Spartan is offering the Department the same pricing and discounts as all other government agencies and will extend to Riverside County Fire Department its Large Municipality Discount. This discount is from list price and varies between 10% and 40% depending on part.

**8. Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source? (Maintenance, support, or upgrades, if so, please explain).**

Yes, currently there are approximately ninety-four (94) vehicles within the fire department fleet that utilize Spartan Motor chassis.

**9. Period of Performance:**

November 2012 through November 2013. With an option to renew for four (4) additional one year periods.

*(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)*

  
Department Head Signature

11/10/12  
Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Not to exceed: \$55,000.00

One time

Annual Amount through \_\_\_\_\_

  
Purchasing Agent

11/21/2012  
Date

13-233  
Approval Number  
(Reference on Purchasing Documents)