

**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"/>

APPROVE

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

BY: *[Signature]*  
Michael R. Shetler

**County Executive Office Signature**

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Stone, seconded by Supervisor Benoit and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley  
 Nays: None  
 Absent: None  
 Date: December 11, 2012  
 xc: Fire, Purchasing

Kecia Harper-Ihem  
 Clerk of the Board  
 By: *[Signature]*  
 Deputy

**Prev. Agn. Ref.:**

**District:** All

**Agenda Number:**

**3.13**

ATTACHMENTS FILED  
 WITH THE CLERK OF THE BOARD

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

PURCHASING & FLEET SERVICES:  
*[Signature]*  
 Robert Howdyshall, Director

RE: Sole Source Agreement with Spartan Motors

Date: November 1, 2012

Page 2

**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:**

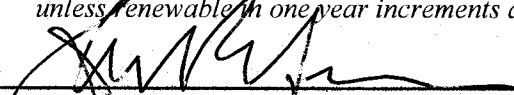
Spartan is offering the Department the same pricing and discounts as all other government agencies and will extend to Riverside County Fire Department its Large Municipality Discount. This discount is from list price and varies between 10% and 40% depending on part.

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.

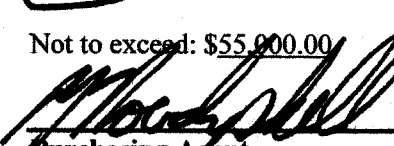
(Provide a defined period of performance. Please note multi-year terms require Board approval, unless renewable in one year increments and the Purchasing Agent approves the terms.)

  
Department Head Signature \_\_\_\_\_ Date 11/16/12

Purchasing Department Comments:

Approve                      Approve with Condition/s                      Disapprove

Not to exceed: \$55,000.00     One time     Annual Amount through \_\_\_\_\_

  
Purchasing Agent \_\_\_\_\_ Date 11/21/2012 Approval Number 13-233  
(Reference on Purchasing Documents)

## Goss, Clifford

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**From:** HowdyShell, Robert <RSHELL@co.riverside.ca.us>  
**Sent:** Tuesday, November 13, 2012 10:36 AM  
**To:** Goss, Clifford  
**Cc:** Seiler, Mark  
**Subject:** FW: SSJ Spartan Motors Purchasing Concurrence

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**From:** HowdyShell, Robert  
**Sent:** Tuesday, November 13, 2012 10:34 AM  
**To:** 'Goss, Clifford'  
**Cc:** Seiler, Mark  
**Subject:** RE: SSJ Spartan Motors Purchasing Concurrence

Clifford: I am good with your Form-11 for Spartan Parts. Bob

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**From:** Seiler, Mark  
**Sent:** Tuesday, November 13, 2012 10:08 AM  
**To:** HowdyShell, Robert  
**Subject:** Fwd: SSJ Spartan Motors Purchasing Concurrence

Here's another one

Sent from my iPhone

Begin forwarded message:

**From:** "Goss, Clifford" <Clifford.Goss@fire.ca.gov>  
**To:** "Seiler, Mark" <MSEILER@co.riverside.ca.us>  
**Subject:** SSJ Spartan Motors Purchasing Concurrence

Please review the attached that will go to B.O.S which we will request Purchasing Concurrence.

Thank you,  
Clifford Goss  
Buyer II  
Riverside County Fire Department  
Ph# 951-940-6310  
Fax# 951-940-6770  
Monday - Thursday 7am - 5:30pm  
[Clifford.Goss@Fire.ca.gov](mailto:Clifford.Goss@Fire.ca.gov)<<mailto:Clifford.Goss@Fire.ca.gov>>



1541 Reynolds Road Charlotte, MI 48813

**SPARTANCHASSIS.COM**  
517.543.6400

November 9, 2012

Attn: Clifford Goss  
Buyer II  
Riverside County Fire Department

**Subject: Riverside County Fire Department Agreement**

**Reference: a) Clifford Goss e-mail dated October 31, 2012**  
**b) Appendix A**

Dear Mr. Goss,

In response to the reference e-mail, this is to advise that Spartan Chassis, Inc. is the sole source for Spartan proprietary parts. Per your request, attached is the executed reference b) Appendix A. Spartan is interested in establishing an annually renewable agreement under the following terms:

**Discount** - Spartan will extend to Riverside County Fire Department its Favored Large Municipality Discount. This discount, from list price, varies between 10% and 40% by part depending upon the discount we receive from our sources both internal and external.

**Warranty** – Spartan's standard spare parts warranty is 90 days from the date of shipment. Spartan will pass through any supplier's warranty that is longer.

Thank you for the opportunity to respond to your requirements. Please contact me if you have any questions or need anything further.

Sincerely,

A handwritten signature in cursive script that reads "Douglas B. Reed".

Douglas B. Reed  
Senior Contract Administrator  
Spartan Chassis, Inc.

APPENDIX A

Please provide parts discount from manufacture list price:

Parts Charges: See Spartan Letter dated 11/9/12 Discount %

Hazard Fees: N/A if applicable

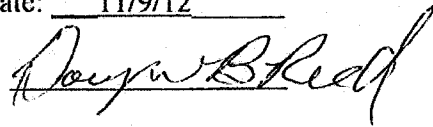
CA Fees: N/A if applicable

Please provide warranty information on parts. See Spartan letter dated 11/9/12

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Company Name: Spartan Motors Chassis, Inc. Date: 11/9/12

Representative: Douglas B. Reed  
(Print Name)

Signature: 

Delivery Date (ARO): 5 business days unless expedited Delivery Lead Time (Calendar Days) Varies by part

Prompt Payment Discount: Net 30 Days

Must be completed and signed by the company's Authorized Agent

Payment Terms - For calculating due dates for payment terms, the County will use either the date that the invoice is received by the County or the date the goods/services are received, whichever is later. Terms: Net 30

Riverside County Terms & Conditions are in full effect. This purchase order number must be referenced on your invoice.

To view County's Terms and Conditions, please refer to <http://www.purchasing.co.riverside.ca.us>

**\*116-200 General Term**

**\*116-210 General Conditions-Materials and/or Services**

**\*116-230 General Conditions-Equipment**