

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



ITEM: 3.17
(ID # 27578)

MEETING DATE:

Tuesday, April 08, 2025

FROM : PROBATION

SUBJECT: PROBATION DEPARTMENT: Ratify and Approve Emergency Purchase Order # PRARC-0000047316 issued by the Purchasing Agent on behalf of Probation to Fritts Ford for the emergency purchase of two (2) vehicles Without Seeking Competitive Bids in the amount of \$159,554; All Districts. [Total Cost \$159,554; 100% Board of State and Community Corrections Grant]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and Approve Emergency Purchase Order # PRARC-0000047316 issued by the Purchasing Agent on behalf of Probation to Fritts Ford for the emergency purchase of two (2) vehicles Without Seeking Competitive Bids in the amount of \$159,554.

ACTION:Policy


Christopher Wright, Chief Probation Officer 4/1/2025

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Medina, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: April 8, 2025
xc: Probation

Kimberly A. Rector
Clerk of the Board

By: 
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$159,554	\$0	\$159,554	\$0
NET COUNTY COST	\$ 0	\$0	\$ 0	\$0
SOURCE OF FUNDS: 100% Board of State and Community Corrections Grant			Budget Adjustment: No	
			For Fiscal Year: 2024/2025	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On May 09, 2023, the Board of Supervisors approved item 3.24 which accepted the Mobile Probation Service Centers Grant Program Award from the California Board of State and Community Corrections (BSCC). BSCC awarded Riverside County \$1,709,585 in grant funding to purchase and create these mobile probation service centers. The mobile probation service centers are designed to facilitate court appearances and pre-trial check-ins; complete needs assessments; and identify housing, employment, and other related services.

The Department identified and purchased two (2) mobile office trailers to meet the intended purposes of the mobile probation service centers. Upon finalization of the purchase, the department identified significant savings resulting in over \$250,000 in unspent funds. The last day to make purchases was March 15, 2025. Accordingly, to avoid losing unspent funds, an Emergency Justification purchase was submitted to the Purchasing Agent to procure two Ford F-250 trucks from Fritts Ford (a local vendor in Riverside) to be used to transport (tow) the mobile probation service centers, without seeing competitive bids.

The trucks will be used to tow the mobile service center trailers into urban areas of the county. Originally, the plan to transport the mobile service centers was to use existing 30-foot coaches for this task, but this presents challenges in tight urban spaces since the combined length of the coach and trailers exceeds 50 feet, making it difficult to maneuver in narrow streets and alleys. Therefore, a smaller vehicle, like a pickup truck, is more suitable for access and maneuvering within these areas of the County.

In remote areas, the department may encounter clients with urgent needs, who are located where ambulances or other emergency services cannot reach. These Ford trucks have 4-wheel drive, can be easily detached from the trailer, and used to transport these clients between the riverbed and nearby developed streets, which can be up to half a mile away, increasing access to these necessary services.

Impact on Residents and Businesses

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

Given their mobility, the service centers would cover areas which are remote to courthouses and services. The mobile service centers utilize both cellular (LTE) & satellite communication equipment. With approximately 1,575 homeless probation clients, many of whom live in secluded areas, mobile access will increase the access to services offered by both Probation and collaborative agencies. This access will increase court attendance and reduce the number of probation violations/warrants, arrests, and incarceration of homeless clients who fail to report to the Probation office and/or court as directed. Bringing services to the clients with transportation challenges will help reduce the average 400 monthly violations issued by Probation.

ATTACHMENTS:

Purchase Order #PRARC-0000047316

Emergency Justification Approval #25-134

Meghan Hahn
Meghan Hahn, Director of Procurement

4/1/2025

Rebecca S Cortez
Rebecca S Cortez, Principal Management Analyst

4/2/2025

**EXHIBIT A
EMERGENCY JUSTIFICATION**

This questionnaire has been designed to assist County of Riverside staff in providing information necessary in the processing of emergency requests for the purchase of goods, services, or equipment. Please complete and forward to Central Purchasing. If more space is needed, please attach additional page(s).

Emergency procurement shall be defined as a sudden and/or unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss of impairment of life, health, property, or essential public services.

PO# PRARC-47316 _____ Total Dollar Amount: \$159,553.74
~~\$156,064.16~~
(Attach itemized quote or invoice if available)
Vendor Name: Fritz Ford Vendor #: 5818

1. State the goods, services, or equipment which will mitigate the emergency situation:

The Probation Department requests to purchase two (2) pickup trucks with camper shells. Eventually, a department-designed wrap will be applied to both trucks and shells.

2. State the reason for the emergency purchase by explaining what the emergency is and/or what caused the emergency situation:

On or about May 13, 2023, BSCC awarded Riverside County approximately \$1,700,000 in grant funding toward two mobile service centers. Significant savings were realized from the original fixed assets estimates, leaving approximately \$250,000 in grant funds remaining. The last day to make purchases is March 15, 2025. Accordingly, to avoid losing the funds, Probation is requesting authorization to purchase two trucks (via sole source authorization) from a local automobile dealership.

3. State the financial or operational damage/risk that will occur if needs are not satisfied immediately:

Financially, if this emergency procurement is not approved, the County risks losing access to roughly \$250,000 in grant funds.

Operationally, Probation requests to reallocate the remaining funds for two reasons: ease of towing in urban areas and having a secondary vehicle to immediately transport clients in need to shelters, behavioral health centers, or the hospital.

First, these trucks would be utilized to tow the mobile service center trailers into more urban areas of the county. Currently, the plan was to utilize the 30' coaches to act as the only means to move the trailers about. This poses a particular challenge for urban areas, as the combined length of the coach and trailers is at or above 50'. Narrow streets and alleys would make it nigh impossible to maneuver the trailer safely with such

a large tractor. Accordingly, a smaller tractor (in the form of a pickup truck) is best suited for nuanced control.

In remote areas, it is expected we will encounter clients whose needs are acute. They may be located in an area inaccessible to ambulance or other emergency services. Trucks would act as a means to transport clients between the riverbed and developed streets (which may be as long as ½ mile).

4. State why the needs were not or could not be anticipated, so that the goods/services could have been purchased following standard procedures:

Probation failed to account for the March 15th 2025, deadline for purchases.

5. State the reason and process used for selecting the vendor (Attach all quotes/proposals received, if applicable):

Probation requests a sole source authorization to contract with a local automobile vendor as there is not sufficient time to go out to bid, given the purchasing deadline is tomorrow, March 15, 2025.



3/14/25

Department Head Signature

Date

Purchasing Department Comments:

Approve

Approve with Condition/s

Disapprove

Melissa Curtis, Deputy Director Procurement

3/15/2025

EPF #25-134

Purchasing Agent

Date

SSJ Approval #

You will need a Sole Source Justification (SSJ) control number for this emergency purchase. Only the Director of Purchasing or the Assistant Director can approve the SSJ control number.

Note: Director and Asst. Director are aware of this approval.

4/1/2025-Updated with final cost, change order recieved from Fritt's Ford



COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department
3450 14th Street, Suite 420
Riverside, CA 92501
Phone: (951) 955-4937
Fax: (951) 955-3730

Page: 1 of 3

PURCHASE ORDER

Vendor Instructions

1. Packaging Slip showing P.O. number and contents must accompany each shipment.
2. No charge for packaging or drayage will be allowed except when specified in order.
3. No partial billings except when specified in the order.
4. THIS ORDER EXPRESSLY LIMITS ACCEPTANCE TO THE TERMS OF THIS ORDER. ANY ADDITIONAL OR DIFFERENT TERMS PROPOSED BY THE SELLER ARE REJECTED UNLESS EXPRESSLY ASSENTED TO IN WRITING BY THE BUYER.
5. MAIL INVOICE TO THE ADDRESS SHOWN BELOW. SHOW PURCHASE ORDER NUMBER AND ORDERING DEPARTMENT.
6. Out of state vendors MUST show CA Board of Equilization Permit Number. Otherwise, sales tax will be deducted.
7. IMPORTANT: Seller shall provide material safety data sheets for each product containing hazardous substances as listed by CA Dir. Ind. Rel. in CA Adm. Code, Title 8, Section 5194 and labor codes
8. If work is to be carried out on county property, vendor shall call purchasing and ascertain amounts and types of insurance required and provide proof of insurance before beginning work

PROBATION

Probation
Probation Administration
PO BOX 833
Riverside CA 92502
United States

CHANGE ORDER		Dispatch Via Email
Purchase Order	Date	Revision
PRARC-0000047316	2025-03-14	1 - 2025-04-01
Payment Terms	Freight Terms	Ship Via
Due Now	FOB Destination, Freight Paid	BEST WAY
Buyer	Phone	Currency
Melissa Curtis		

Vendor: 0000005818
Fritts Ford
8000 Auto Drive
Riverside CA 92504-4193
United States

Ship To: 6426-14700
Probation
Probation
Administration
PO BOX 833
Riverside CA 92502
United States

Attention: Not Specified

Bill To: Probation
Probation Administration
PO BOX 833
Riverside CA 92502
United States

Tax Exempt?		Tax Exempt ID:		Replenishment Option: Standard			
Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1 - 1	NEW 2025 F-250 4x4 SD Crew Cab 8' box 176" WB SRW XL (W2B) W/AFTER MARKET CODE 3 PACKAGE AND CAMPERSHELL		2.00		73999.18	147998.36	05/13/2025
SUT Code: SC7 (7.75%)						11469.87	
Schedule Total						159468.23	
Item Total 07202						159468.23	
2 - 1	TIRE FEE		2.00		8.75	17.50	05/13/2025
Schedule Total						17.50	
Item Total 07202						17.50	
3 - 1	CVR FEE		2.00		34.00	68.00	05/13/2025
Schedule Total						68.00	
Item Total 07202						68.00	
Total SUT Code SC7						11469.87	

Authorized Signature

Melissa Curtis



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Probation
Probation Administration
PO BOX 833
Riverside CA 92502
United States

CHANGE ORDER

Dispatch Via Email

Purchase Order PRARC-0000047316	Date 2025-03-14	Revision 1 - 2025-04-01
Payment Terms Due Now	Freight Terms FOB Destination, Freight Paid	Ship Via BEST WAY
Buyer Melissa Curtis	Phone	Currency

Vendor: 0000005818
Fritts Ford
8000 Auto Drive
Riverside CA 92504-4193
United States

Ship To: 6426-14700
Probation
Probation
Administration
PO BOX 833
Riverside CA 92502
United States

Attention: Not Specified

Bill To: Probation
Probation Administration
PO BOX 833
Riverside CA 92502
United States

Tax Exempt?

Line- Item/Description
Sch

Tax Exempt ID:
Mfg ID

Quantity **UOM**

Replenishment Option: Standard

PO Price **Extended Amt** **Due Date**

(7.75%)

This Purchase Order is being issued at the request of the Riverside County Probation Department. Any discrepancies in price for the items or services as listed MUST be addressed prior to items being shipped. County works with FOB destination and the terms and conditions as noted:

In the event of contradiction, between the County's and the Seller's conditions, the County's Terms and Conditions shall prevail.

Please refer to <http://www.purchasing.co.riverside.ca.us/> to view/print County Terms and Conditions

*116-200 General Terms

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

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. Net 30. FOB Destination; price includes shipping and handling.

Reference attached quote prepared 3/15/2025

The County reserves the right to cancel the unexpended balance of this order at any time. TO INSURE PROMPT PAYMENT THE PURCHASE ORDER NUMBER MUST BE REFERENCED ON ALL INVOICES & DOCUMENTS.

Probation Department contact for vehicle delivery instructions:

Jason Beam, Director
Southwest Division
Riverside County Probation
951-600-6037 desk
951-453-5292 cell
jbeam@rivco.org

Alternative contact for vehicle delivery instructions:

Authorized Signature

Melissa Curtis



COUNTY OF RIVERSIDE

Purchasing and Fleet Services Department
3450 14th Street, Suite 420
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Probation Administration
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United States

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Buyer Melissa Curtis	Phone	Currency

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Fritts Ford
8000 Auto Drive
Riverside CA 92504-4193
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Ship To: 6426-14700
Probation
Probation
Administration
PO BOX 833
Riverside CA 92502
United States

Attention: Not Specified

Bill To: Probation
Probation Administration
PO BOX 833
Riverside CA 92502
United States

Tax Exempt?

Tax Exempt ID:

Line-Sch **Item/Description**

Mfg ID

Quantity

UOM

Replenishment Option: Standard

PO Price

Extended Amt

Due Date

Darrell J. Stephen, Asst. Director Fleet Services
Email: DJStephen@Rivco.org
Office: (951) 955-4659
Cell: (951) 373-9622

=====

EPF Approved by Chief Wright

Emergency PO issued by:
Melissa Curtis, Deputy Director of Procurement
Purchasing & Fleet Services - County of Riverside
Email: mecurtis@rivco.org
Tel: 951-955-4922 / Cell: 951-539-7694

EPF #25-134

Total PO Amount

159553.73

Authorized Signature

Melissa Curtis