



OPERATIONS COMMITTEE

Administration Building
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Agenda Report

File #: 2021-1847

Agenda Date: 9/29/2021

Agenda Item No: 13.

FROM: James D. Herberg, General Manager
Originator: Rob Thompson, Assistant General Manager

SUBJECT:

PROCUREMENT OF 21 ELECTRIC CARTS

GENERAL MANAGER'S RECOMMENDATION

RECOMMENDATION:

- A. Approve a Purchase Order to Southwest Toyota Lift for the purchase of 21 electric carts using OMNIA Partners Cooperative Contract No. EV2671 for a total amount not to exceed \$432,283, including tax and freight; and
- B. Approve a contingency of \$21,615 (5%).

BACKGROUND

The Orange County Sanitation District (OC San) maintains a fleet of about 200 electric carts. Electric carts are used within the treatment plants as the primary means of transportation for Operations & Maintenance staff and their tools. Electric carts are an efficient and environmentally friendly method of transportation for plant staff. The cost of purchasing an electric cart is significantly less than the cost of a light-duty truck. Carts are evaluated for replacement based on total maintenance/repair costs to date, condition, and age.

RELEVANT STANDARDS

- Participate in local, state, and national cooperative purchasing programs
- Ensure the public's money is wisely spent

PROBLEM

The electric carts identified for replacement require significant body panel and control systems repairs and, as they age, the reliability decreases and affects the ability of field staff to perform their work. Maintenance costs coupled with repair costs for these units are approaching replacement cost. Additionally, electric carts currently in use have unsealed lead-acid batteries and lack modern controls and safety systems.

PROPOSED SOLUTION

The staff recommends replacing 21 existing electric carts.

TIMING CONCERNS

A 5% contingency is being recommended should a pricing change occur between the date of approval and date of purchase due to tariffs and controlled market conditions.

RAMIFICATIONS OF NOT TAKING ACTION

The electric carts selected for replacement are becoming unreliable, deteriorating, and no longer economical to maintain. Cart downtime for repairs directly impacts the ability of staff to complete work.

PRIOR COMMITTEE/BOARD ACTIONS

NA

ADDITIONAL INFORMATION

OC San updated the electric cart specification in 2019 to address safety concerns related to cart rollover, battery, and charging technology improvements. Electric carts from Columbia meet or exceed OC San's electric cart specification and are available through a competitive bid contract.

OC San possesses the ability to purchase material, services, and equipment through cooperative agreements. These cooperative agreements tend to lower unit prices and streamline the purchasing process.

OC San is utilizing OMNIA Partners Cooperative Contract No. EV2671 with Columbia through Southwest Toyota Lift (local distributor), in accordance with OC San's Purchasing Ordinance.

OMNIA Partners Contract uses a competitive bid process comparable to OC San's process and vetted by Purchasing. The savings under this Cooperative Agreement is \$93,971 (19%) versus the listing prices.

These costs are inclusive of freight and sales tax.

Summary information on the quote for 21 electric carts is as follows:

Vehicle Description and Unit Quantities	Total Amount (Including Options, Freight, Tax, Tire Fees)
21 Columbia Electric Carts	\$432,282.40

CEQA

N/A

FINANCIAL CONSIDERATIONS

This request complies with authority levels of OC San's Purchasing Ordinance. This item is budgeted. Adopted Budget: Line item: Section 8, Page 102, Fleet Services, Electric Carts O&M (21); Budget Update 2021-22.

<u>Date of Approval</u>	<u>Contract Amount</u>	<u>Contingency</u>
09/22/2021	NTE \$432,283	\$21,615 (5%)

ATTACHMENT

N/A

DS:bb:sr:gc