

ROSEVILLE
REQUEST FOR COUNCIL ACTION

Date: September 12, 2022
Item No.: 10.c

Department Approval

Michelle Luttrick

City Manager Approval

Samuel Truogler

Item Description: Approve General Purchases Exceeding \$10,000 or Sale of Surplus Items

BACKGROUND

City Code section 103.05 establishes the requirement that all general purchases or contracts in excess of \$10,000 be separately approved by the City Council, independent of the budget process or other statutory purchasing requirements. In addition, State Statutes generally require the Council to authorize the sale of surplus vehicles and equipment. *Attachment A-1* includes a list of items submitted for Council review and approval.

Staff will note that unless noted otherwise, all items contained in this report were previously identified and included in the adopted budget or Capital Improvement Plan (CIP) submitted for Council review during the most recent budget cycle. This information package included a CIP Project/Initiative summary which identified the type of purchase, estimated cost, funding source, and other supporting narrative. Where applicable, these project/initiative summaries are included with *Attachment A-2*. Please note that due to long lead times in order vs. delivery, there are CIP items noted for 2023 and 2024. The 2023-2042 CIP will be adopted December 5, 2022. Therefore, we have not included approved CIP narratives.

Attachment B includes a summary-to-date of the CIP purchases for 2022.

POLICY OBJECTIVE

Required under City Code 103.05.

FINANCIAL IMPACTS

Funding for all items is provided for in the current budget or through pre-funded capital replacement funds.

STAFF RECOMMENDATION

Staff recommends the City Council approve the submitted purchases or contracts for service and where applicable; authorize the sale/trade-in of surplus items.

REQUESTED COUNCIL ACTION

Motion to approve the submitted purchases or contracts for services and where applicable; the sale/trade-in of surplus items.

Prepared by: Joshua Kent, Assistant Finance Director
Attachments: A1: Over \$10,000 Items for Purchase or Sale/Trade-in

A2: CIP Project/Initiative summary (if applicable)
 B: 2022 CIP Purchase Summary

Attachment A-1

General Purchases or Contracts

| Division | Vendor | Description | Key | Budget Amount | P.O. Amount | Budget / CIP |
|----------------------------|---------------------------|--|-----|---------------|-------------|--------------|
| Public Works (Storm Sewer) | Boyer Ford Trucks Inc | Single Axle Truck Cab and Chassis | (a) | \$ 250,000 | \$ 114,716 | 2024 CIP |
| Public Works (Storm Sewer) | Towmaster Truck Equipment | Truck body build, plow, hydraulics for Single Axle | (b) | | \$ 146,298 | 2024 CIP |
| Public Works (Storm Sewer) | Boyer Ford Trucks Inc | Tandem Axle Truck Cab and Chassis | (c) | \$ 300,000 | \$ 137,342 | 2024 CIP |
| Public Works (Storm Sewer) | Towmaster Truck Equipment | Truck body build, hydraulics for Tandem Axle | (d) | | \$ 151,322 | 2024 CIP |
| Public Works (Storm Sewer) | Midway Ford | Ford F350 XLT | (e) | \$ 70,000 | \$ 53,220 | 2023 CIP |
| Public Works (Storm Sewer) | Midway Ford | Ford F550 XL | (f) | \$ 110,000 | \$ 54,615 | 2023 CIP |
| Police Department | Dodge of Burnsville | 2 - 2023 AWD V8 Dodge Durangos, 3 - 2023 AWD V6 Dodge Chargers | (g) | \$ 190,000 | \$ 189,521 | 2023 CIP |
| Park Maintenance | Midway Ford | F350 XL Ford Truck | (h) | \$ 40,000 | \$ 49,165 | 2022 CIP |
| Park Maintenance | Midway Ford | F350 XL Super Duty Truck | (i) | \$ 40,000 | \$ 52,015 | 2022 CIP |
| Park Maintenance | Midway Ford | F250 XL Ford Truck | (j) | \$ 40,000 | \$ 47,640 | 2022 CIP |

Key

(a) & (b) Purchases are based on the state contract pricing. Budget for the single axle truck is \$250,000 including the modifications, where the actual purchase order amount equates to \$261,014. The difference is being covered by the savings in the purchase of the tandem axle truck. Overall expense for 2024 Storm Sewer CIP is \$549,677.73; total budget for both trucks in CIP is \$550,000. This is a request to pre-order for delivery given current long lead times, long queues for orders and expiring state contract at the end of November of this year.

(c) & (d) Purchases are based on the state contract pricing. Budget for the tandem axle truck is \$300,000 including the modifications where the actual purchase order is amount equates to \$288,664. The difference will help cover the cost of the single axle truck purchase. Overall expense for 2024 Storm Sewer CIP is \$549,677.73; total budget for both trucks in CIP is \$550,000. This is a request to pre-order for delivery given current long lead times, long queues for orders and expiring state contract at the end of November of this year.

(e) This is part of the 2023 Police CIP that is budgeted for the purchase of 5 marked squads per year at \$190,000.

(f) Given the volatile nature of product availability and open ordering windows for state contract items, Public Works is requesting authority to order this vehicle up to MSRP and expect the contract pricing to be available soon which will likely be lower than the listed MSRP provided above. This will likely be accompanied by very short ordering windows. With purchasing authority, Public Works can move quickly once that window opens to hopefully get in the queue for 2023 delivery of the vehicle. This is part of the 2023 Storm Sewer CIP.

(g) Given the volatile nature of product availability and open ordering windows for state contract items, Public Works is requesting authority to order this vehicle up to MSRP and expect the contract pricing to be available soon which will likely be lower than the listed MSRP provided above. This will likely be accompanied by very short ordering windows. With purchasing authority, Public Works can move quickly once that window opens to hopefully get in the queue for 2023 delivery of the vehicle. This is part of the 2023 Storm Sewer CIP.

(h) This is for the replacement of a Ford F350 T with plow. We will sell the current vehicle at auction or trade in. This vehicle is used 12 months of the year. It is a plow truck during the winter.

(i) This is for the replacement of a Ford F350 Super Duty Pick-up. We will be trading in or selling the current vehicle at auction. This is our 4 door pick-up that pulls our mow trailer in the summer and brooms in the winter.

(j) This is for the replacement of a Ford F350 T with plow. We will sell the current vehicle at auction or trade in. This vehicle is used 12 months of the year. It is a plow truck during the winter.



2022
Capital Improvement Plan
Project / Initiative Summary

Updated December, 2021

Department/Division: Parks and Recreation
Project/Initiative Title: #515 Ford 350 with Plow (2013)
Total Estimated Cost: \$ 40,000
Funding Source: Parks and Recreation Vehicle & Equipment
Replacement Fund 402]
Annual Operating Budget Impact: [NA]

Project/Initiative Description:

This is for the replacement of a Ford 350 T with plow #515. We will sell the current vehicle at auction or trade in. This vehicle is used 12 months of the year. It is a plow truck during the winter.

Location:

The truck will be stored in the Parks and Recreation Maintenance garage.

Department/Division: Parks and Recreation
Project/Initiative Title: #516 Ford 350 with Plow (2013)
Total Estimated Cost: \$ 40,000
Funding Source: Parks and Recreation Vehicle & Equipment
Replacement Fund 402]
Annual Operating Budget Impact: [NA]

Project/Initiative Description:

This is for the replacement of a Ford 350 T with plow #516. We will sell the current vehicle at auction or trade in. This vehicle is used 12 months of the year. It is a plow truck during the winter.

Location:

The truck will be stored in the Parks and Recreation Maintenance garage.

Department/Division: Parks and Recreation
Project/Initiative Title: #517 Ford 350 SD (2013)
Total Estimated Cost: \$ 40,000
Funding Source: Parks and Recreation Vehicle & Equipment
Replacement Fund 402]
Annual Operating Budget Impact: [NA]

Project/Initiative Description:

This is for the replacement of a Ford 350 Super Duty Pick-up #517. We will be trading in or selling the current vehicle at auction. This is our 4 Door pick-up that pulls our mow trailer in the summer and brooms in the winter.

Location:

The truck will be stored in the Parks and Recreation Maintenance garage.

City of Roseville
2022 Summary of Scheduled CIP Items

Attachment B

| | <u>Council Approval</u> | <u>P.O. Amount</u> | <u>Original Budget Amount</u> | <u>Revised Budget Amount</u> | <u>YTD Actual</u> | <u>Difference</u> |
|---|-------------------------|--------------------|-------------------------------|------------------------------|-------------------|-------------------|
| Administration | | | | | | |
| Voting Equipment | | | \$ 15,000 | | \$ 19,555 | \$ (4,555) |
| HR Software Upgrade | | | 5,000 | | \$ - | 5,000 |
| Council Tablets | | | 3,000 | | \$ - | 3,000 |
| Central Services | | | | | | |
| Copier & Postage Machine Lease | | | 84,400 | | 26,872 | 57,528 |
| Police | | | | | | |
| Marked squad cars (4 / yr) | 1/10/2022 | \$ 135,877 | 136,000 | | - | 136,000 |
| Unmarked vehicles (1 / yr) | 1/10/2022 | 30,388 | 24,000 | | - | 24,000 |
| Squad conversion,seats, control box | | | 79,000 | | 4,421 | 74,579 |
| Radar Units | | | 6,200 | | - | 6,200 |
| Stop Sticks | | | 1,030 | | - | 1,030 |
| Computer Equipment | | | 8,800 | | - | 8,800 |
| RMS Migration/replacement | 1/10/2022 | 135,134 | 205,000 | | - | 205,000 |
| Speed notification unit | | | 10,000 | | - | 10,000 |
| Non-lethal weapons | | | 8,000 | | - | 8,000 |
| Long guns replacement | | | 14,420 | | - | 14,420 |
| Sidearm parts (officers) | | | 2,060 | | - | 2,060 |
| Tactical gear | | | 6,500 | | - | 6,500 |
| Crime scene equipment | | | 3,000 | | - | 3,000 |
| Body Worn Camera Equipment | 1/10/2022 | 75,000 | 77,000 | | 3,334 | 73,666 |
| Digital Interview Room Equipment | | | 15,450 | | - | 15,450 |
| Investigation Conf. Room | | | 2,500 | | - | 2,500 |
| Defibrillators | | | 1,575 | | - | 1,575 |
| Shredder | | | 5,150 | | - | 5,150 |
| Radio Equipment | 1/10/2022 | 26,890 | 27,000 | | 25,100 | 1,900 |
| Office furniture | | | 8,400 | | - | 8,400 |
| Dishwasher | | | 2,060 | | - | 2,060 |
| Fire | | | | | | |
| Records Management System (RMS) | | | 29,000 | | - | 29,000 |
| Cardiac Monitoring and Response Equipment | | | 60,000 | | 5,389 | 54,611 |
| Portable and mobile radios | | | 20,000 | | - | 20,000 |
| Fire admin- office furniture | | | 2,500 | | - | 2,500 |
| Training room tables & chairs | | | 15,000 | | - | 15,000 |
| Day room chairs | | | 8,000 | | - | 8,000 |
| Public Works | | | | | | |
| #106 3-ton dump w/ plo | | | 230,000 | | 212,058 | 17,942 |
| #133 - Walk behind saw | | | 10,000 | | - | 10,000 |
| #111 Bobcat 78" grapple bucket | | | 5,000 | | - | 5,000 |
| Street Signs | | | 10,000 | | - | 10,000 |
| Hydraulic Press 1995 | | | 5,000 | | 5,470 | (470) |
| Parks & Recreation | | | | | | |
| #517 Ford F350 SD (2013) | | | 40,000 | | - | 40,000 |
| #515 Ford 350 w. plow (2018) | | | 40,000 | | - | 40,000 |
| #516 Ford with plow (2013) | | | 40,000 | | - | 40,000 |
| Skating Center Plow Truck (2002) | | | 20,000 | | - | 20,000 |
| #504 Kubota Drag Tractor (2011) | | | 35,000 | | - | 35,000 |
| General Facility Improvements | | | | | | |
| Police & PW garage Co2/No2 detectors | | | 10,000 | | - | 10,000 |
| workstation replacement city hall | 1/10/2022 | 87,830 | 350,000 | | 90,040 | 259,960 |
| Maintenance Facility Pressure Washer | | | 5,000 | | - | 5,000 |
| COMM Council Control/Sound System | | | 7,000 | | - | 7,000 |
| COMM Council Furniture | | | 15,000 | | - | 15,000 |
| Commons: South Entry RTU (2007) | | | 20,000 | | - | 20,000 |
| Arena: Roof (2004) | | | 10,000 | | - | 10,000 |
| OVAL Renovate Banquet Facility/Rooftops | | | 217,000 | | - | 217,000 |
| OVAL Lobby Mechanical/Banquet Roof (1993) | | | 300,000 | | - | 300,000 |
| OVAL Bathroom Remodel (Upper) | | | 101,000 | | - | 101,000 |
| OVAL: Contingency and Soft costs (35%) | | | 126,000 | | - | 126,000 |
| Hallway wall paper | | | 5,000 | | - | 5,000 |
| Training room paint | | | 2,000 | | - | 2,000 |
| Exercise room-flooring | | | 3,000 | | - | 3,000 |
| Bay painting | | | 25,000 | | - | 25,000 |
| Fire: Security system | | | 3,000 | | - | 3,000 |
| Fire: Heat pumps (24) | | | 10,000 | | - | 10,000 |
| Concrete Exterior | | | 10,000 | | - | 10,000 |
| Exterior Lighting | | | 3,000 | | - | 3,000 |
| Interior Lighting | | | 3,000 | | - | 3,000 |
| Parking Lot | | | 50,000 | | - | 50,000 |

Information Technology

| | | | | | | |
|---|--|--|--------|--|--------|--------|
| Computers (Notebooks, Desktop) | | | 35,000 | | 31,394 | 3,606 |
| Monitor/Display | | | 5,175 | | - | 5,175 |
| Network Printers/Copiers/Scanners (13) | | | 17,000 | | - | 17,000 |
| Network Switches/Routers/Wireless (Roseville) | | | 25,000 | | - | 25,000 |
| Power/UPS - Closets (11) | | | 400 | | - | 400 |
| Surveillance Cameras (58) | | | 7,890 | | - | 7,890 |
| Agenda Software | | | 6,200 | | - | 6,200 |
| Website redesign | | | 17,000 | | - | 17,000 |

Park Improvements

| | | | | | | |
|----------------------------|-----------|---------|---------|---------|--------|---------|
| Tennis & Basketball Courts | | | 50,000 | | - | 50,000 |
| Playground Areas | 2/14/2022 | 45,000 | 550,000 | 800,000 | 46,950 | 503,050 |
| Playground Areas | 3/21/2022 | 250,000 | | | | |
| Natural Resources | | | 220,000 | | - | 220,000 |
| PIP/CIP Category | | | 200,000 | | - | 200,000 |

Street Improvements

| | | | | | | |
|--|--|--|-----------|--|---|-----------|
| Mill & overlay - local streets | | | 1,200,000 | | - | 1,200,000 |
| Former Seal Coat Dollars Spent as Mill and Overlay | | | 250,000 | | - | 250,000 |
| Cty Rd B, Snelling-Lexington | | | 105,000 | | - | 105,000 |
| Cty Rd B2/Lexington | | | 100,000 | | - | 100,000 |
| 2022 PMP | | | 362,000 | | - | 362,000 |
| Cleveland, Iona-Colder | | | 60,000 | | - | 60,000 |
| Lexington Pedestrian | | | 50,000 | | - | 50,000 |
| Hamline&TH 36 Signals | | | 78,600 | | - | 78,600 |
| Rice, Larpentuer - Cty B | | | 250,000 | | - | 250,000 |

Street Lighting

| | | | | | | |
|---|--|--|--------|--|---|--------|
| Pedestrian light @ Lexington Central Prk | | | 20,000 | | - | 20,000 |
| Signal Pole Painting (3 every other year) | | | 20,000 | | - | 20,000 |

Pathways & Parking Lots

| | | | | | | |
|------------------------------|--|--|---------|--|--------|---------|
| Pathway maintenance | | | 150,000 | | 23,006 | 126,994 |
| Lexington Pk off Cty B(1999) | | | 20,000 | | - | 20,000 |

License Center

| | | | | | | |
|----------------------------------|--|--|-------|--|---|-------|
| General office equipment (minor) | | | 1,000 | | - | 1,000 |
| Office chair replacement | | | 1,200 | | - | 1,200 |

Community Development

| | | | | | | |
|--------------------|--|--|-------|--|-------|---------|
| Computers/monitors | | | 600 | | - | 600 |
| Office Furniture | | | 1,000 | | 3,200 | (2,200) |

Water

| | | | | | | |
|---------------------------|--|--|---------|--|---|---------|
| Replace Water Tower Fence | | | 30,000 | | - | 30,000 |
| Water main replacement * | | | 800,000 | | - | 800,000 |

Sanitary Sewer

| | | | | | | |
|-------------------------------|--|--|---------|--|---|---------|
| #202 1-ton with dump box/plow | | | 70,000 | | - | 70,000 |
| LS repairs/upgrades | | | 20,000 | | - | 20,000 |
| Dale/Owasso LS Rehab | | | 45,000 | | - | 45,000 |
| Long Lake Lift Station | | | 380,000 | | - | 380,000 |
| Sewer main repairs | | | 900,000 | | - | 900,000 |

Storm Sewer

| | | | | | | |
|---|-----------|---------|---------|--|---------|----------|
| #139 Vacall | 1/10/2022 | 305,367 | 280,000 | | 305,367 | (25,367) |
| Field Computer Add/Replacements | | | 5,000 | | - | 5,000 |
| General Lift Station Repairs | | | 20,000 | | - | 20,000 |
| Pond improvements/infiltration | | | 400,000 | | - | 400,000 |
| Storm sewer replacement/rehabilitationPMP | 3/21/2022 | 48,750 | 500,000 | | - | 500,000 |

Golf Course

| | | | | | | |
|---|-----------|--------|--------|--|---|--------|
| Golf Shared with RSC Ford F150 Truck (2012) | | | 20,000 | | - | 20,000 |
| Golf: 1994 Cushman Utilities Cart Replacement | 8/22/2022 | 9,443 | 30,000 | | - | 30,000 |
| Golf: 2002 Greens Mower Replacement | 8/22/2022 | 41,122 | 37,000 | | - | 37,000 |
| Golf: Gas Pump / Tank: Replacement - 1967 | | | 16,000 | | - | 16,000 |
| Golf: Course Safety Netting Replacement 1997 | | | 10,000 | | - | 10,000 |

Total - All Items

\$ 9,961,110

\$ 802,155

\$ 9,158,955