

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: ZAC BRAND, FLEET SUPERINTENDENT,  
TRANSPORTATION AND PUBLIC WORKS DEPARTMENT  
BRANDALYN TRAMEL, PURCHASING AGENT,  
FINANCE DEPARTMENT  
SUBJECT: PURCHASE ORDER 164640 AMENDMENT - INCREASE  
COMPENSATION FOR PURCHASE OF ADDITIONAL VEHICLES  
FOR THE INRESPONSE PROGRAM

AGENDA ACTION: RESOLUTION

---

RECOMMENDATION

It is recommended by the Transportation and Public Works, Police and Finance Departments, that the Council, by resolution, approve an amendment to Purchase Order 164640 to increase compensation for the purchase of two additional Ford Transit Class 3 Mid-Roof Passenger Vans to Hansel Ford, Santa Rosa, California in the amount of \$86,810.14, for a total amount not to exceed \$173,620.28 for the inRESPONSE program.

---

EXECUTIVE SUMMARY

On June 14, 2021, the City Manager approved bid award of Request for Quote (RFQ) 21-28 and issuance of Purchase Order 164640 for the purchase of two Ford Transit Class 3 Mid-Roof Passenger Vans to Hansel Ford, Santa Rosa, CA in the amount of \$86,810.14. The Police Department has funding, and the need to purchase two additional vehicles from this solicitation.

BACKGROUND

On July 29, 2021 Purchasing received a request to increase the Purchase Order from a quantity of two, to four vans. The Police Department has a need for an additional two vehicles that will support the mental health crisis team being developed by the City of Santa Rosa that will be providing mobile crisis intervention services to our community. This team will be dispatched through the police communications center. This response team consists of a paramedic, a licensed mental health clinician, a homeless outreach specialist, and robust wrap-around services for follow-up on cases.

PRIOR CITY COUNCIL REVIEW

Not Applicable.

ANALYSIS

On August 2, 2021, Purchasing received confirmation that Hansel Ford, Santa Rosa, CA will honor the original pricing offered from RFQ 21-28. Under the General Provisions of the RFQ "Option to Increase Quantity", the City reserves the right to increase the quantity of units by issuing an amendment to the Purchase Order no later than ninety days after award of bid. Based on the most recent solicitation and pricing offered, City staff determines this request is fair and reasonable, and going back out to bid would not result in a lesser price.

Under the City's Contract/Purchase City Code 3-08-110(A) Award Authority, this award requires approval by the City Council.

FISCAL IMPACT

Funding was initially identified under SRPD Police Administration GL account 170101, but since award, project account JL 370703 has been created for the purchase under the INResponse team.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Existing Facilities, in that the project would allow for the continued operation of a public facility and a negligible expansion of use is anticipated.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution

CONTACT

Zac Brand, 707-543-3717, [zbrand@srcity.org](mailto:zbrand@srcity.org)  
Brandalyn Tramel, 707-543-3706, [btramel@srcity.org](mailto:btramel@srcity.org)  
Jennifer Myles, 707-543-3709, [jmyles@srcity.org](mailto:jmyles@srcity.org)