



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 05/20/2025

ITEM NO: 13

DATE: May 15, 2024
TO: Mayor and Town Council
FROM: Chris Constantin, Town Manager
SUBJECT: Authorize the Town Manager to Execute a Change Order in the Amount of \$4,241.78 to an Existing Purchase Order with Lehr Uplifters OpCo, LLC for Additional Build-Out of a Police Department Patrol Vehicle for a New Total Amount Not to Exceed \$36,052

RECOMMENDATION:

Staff recommends that the Town Council approve the following actions related to the build-out of the Police Department patrol vehicle:

- a. Authorize the Town Manager to execute a change order in the amount of \$4,241.78 to the existing purchase order with Lehr Uplifters OpCo, LLC for Additional Build-Out of a Police Department Patrol Vehicle for a new total amount not to exceed \$36,052; and
- b. Authorize an Expenditure Budget Adjustment in the Amount of \$4,241.78 from the available Equipment Replacement Fund.

STRATEGIC PRIORITIES:

This Purchase and Service Agreement pertains to the Town Council's Priority of **Public Safety**.

FISCAL IMPACT:

There are sufficient funds available in the Equipment Replacement Fund for the requested expenditure budget adjustment.

BACKGROUND:

The Town Vehicle and Equipment Acquisition and Replacement Policy (Policy 4-05) determines

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Fleet & Facilities Operations Manager

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, Finance Director, and Director of Parks and Public Works

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which assets should be replaced by evaluating vehicle age, mileage service history, and performance. Staff review the replacement list each year and makes a judgment with regard to which should be prioritized for replacement. Replacement purchases are reviewed annually through the Operating Budget development process.

The Town amortizes a vehicle's replacement over its forecasted life and sets funds aside on an annual basis to ensure the Equipment Replacement Fund has sufficient resources for the timely replacement of vehicles. In addition, this funding structure allows for a smoothing of operating expenditures and a more accurate reflection of the actual cost of operations. As part of the FY 2023-24 Operating Budget, the Equipment Replacement Fund was approved, providing funds for the replacement of high mileage or older vehicles that have reached their replacement criteria or did not meet federal regulations for emissions.

In accordance with the Town Code Section 2.50.130 (6) (c), the purchase of the vehicle was based on a formal bid process completed by the State of California Department of General Services. Folsom Lake Ford has a Statewide Contract for the purchase of enforcement and police pursuit vehicles. That statewide contract was relied on for this purchase. Additionally, Lehr is an approved "single source" vendor for the fit-up of emergency vehicles for the Town based on their close proximity and experience. Their pricing matched with a formal bid process completed by the County of Placer, which demonstrates that the Town is receiving the lowest price available for fit-up of emergency vehicles. The Town's purchasing policy authorizes a single source purchase without competitive bidding under these circumstances.

A 2025 Ford Interceptor pursuit vehicle was originally identified for replacement in the Fiscal Year (FY) 2024/25 Operating Budget as part of the Town's ongoing fleet management and replacement program. However, due to concerns about potential delays and the limited vehicle ordering window, staff recommended expediting the purchase prior to the start of FY 2024/25 to ensure the vehicle could be received in FY 2024/25.

On March 19, 2024, the Town Council authorized the purchase of the vehicle from Folsom Lake Ford in an amount not to exceed \$56,606. The Council also authorized the Town Manager to execute a purchase order with Lehr to complete the build-out of the police vehicle in an amount not to exceed \$31,810. These actions were brought forward to the Council because they required an expenditure budget adjustment totaling \$88,416 from the available Equipment Replacement Fund.

DISCUSSION:

The request to increase the expenditure budget for this vehicle is a direct result of the increased cost of the vehicle build-out components in 2025, due to unforeseen changes to the console assembly. That change in the design of the vehicle requires adjustments to the installation of the equipment needed for the Police Department to ensure component access and visibility for Patrol Officers. As a result, the new total cost for purchase and build-out of this

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vehicle will be \$92,658. This item is being brought before the Town Council because the original vehicle purchase amount was previously approved by the Council, and any modification to the approved expenditure requires Council authorization.

CONCLUSION:

The requested Council action would allow Parks and Public Works to proceed with the proper build-out of the patrol vehicle for Police Department use. The Equipment Replacement Fund is a dedicated resource for this expense.

ENVIRONMENTAL ASSESSMENT:

This is not a project defined under CEQA, and no further action is required.

ATTACHMENTS:

1. Change Order Request with Approved Purchas Order
2. Town Vehicle and Equipment Acquisition and Replacement Policy
3. California State Contract Letter
4. County of Placer Supplier Contract