



*City of Needles*  
817 Third Street, Needles, California 92363  
(760) 326-2113 • FAX (760) 326-6765  
[www.cityofneedles.com](http://www.cityofneedles.com)

*Mayor, Janet Jernigan  
Vice Mayor Kirsten Merritt  
Councilmember Tona Belt  
Councilmember Ellen Campbell  
Councilmember Jamie McCorkle  
Councilmember JoAnne Pogue  
Councilmember Henry Longbrake  
City Manager Patrick J. Martinez*

---

## MEMORANDUM

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: PATRICK J. MARTINEZ, CITY MANAGER

SUBJECT: WEEKLY MEMORANDUM

DATE: January 12, 2024

---

1. City Staff has invited sealed bids for the purchase of miscellaneous equipment and vehicles. Sealed bids will be received at the Office of the Clerk, 817 Third Street, Needles, California until 3:00pm on, January 31, 2024 at which time the bids will be publicly opened. Auction details can be found at [www.cityofneedles.com](http://www.cityofneedles.com). Reference the attached advertisement for bids.
2. In collaboration with St. Vincent de Paul, the Needles Unified School District, and City Staff, we have successfully submitted a Capacity Building application to the California Air Resources Board (CARB). We are pleased to announce that we have been preliminarily awarded a Planning Grant of \$370,730. This substantial grant will catalyze our joint efforts to craft a comprehensive critical infrastructure plan with both entities. The primary objective is to make tangible improvements that positively impact the lives of our community's residents. We are enthusiastic about this project's possibilities and are dedicated to fostering a community with enhanced infrastructure and improved quality of life for all its members. Reference the attached Preliminary Award Letter.
3. In 2009, the owner of the Sage Motel embarked on a transformative journey to convert the property into a senior assisted living facility. After 14 years of dedicated effort, I am delighted to announce that the building has obtained a Certificate of Occupancy. This milestone signifies that Sage Motel is officially ready to proceed with its intended purpose – providing housing for medical services to serve our community better.
4. The Firetruck Restoration Project has been a continuous effort over several years, relying on donations as they become available. In September of last year, the City purchased the remaining specialized parts, including the radiator and water pump, to make the firetruck operational.

City staff recently met with the dedicated volunteers working on the restoration, and together, we identified a few remaining small items necessary to mobilize the firetruck fully, totaling a few thousand dollars. An additional \$15,000 will be needed to finalize this significant community initiative. In collaboration with the restoration volunteers, City Staff is actively working on launching a fundraising campaign to secure the additional funds required to complete the Fire Truck Restoration Project.

## ADVERTISEMENT FOR BIDS

NOTICE IS HEREBY GIVEN that the City of Needles invites sealed bids for the purchase of miscellaneous equipment and vehicles. Bids will be received at the Office of the City Clerk, 817 Third Street, Needles, California 92363, until **3:00 P.M. on, January 31, 2024** at which time they will be publicly opened and read aloud. Each sealed bid shall be clearly marked on the outside of the envelope: **"Sealed Bid – CITY OF NEEDLES – MISCELLANEOUS EQUIPMENT AND VEHICLES." (SPECIFY ITEM NUMBER(S) ON BID ENVELOPE)**

Item #	Description	Minimum Bid
1	Clark Equipment LPG Forklift, 2850 capacity – Hours 577	\$1,000.00
2	Various Pole Mount Transformers – Sized 10-167.5 kVA 100 available	\$ 1.25/kVA
3	Various Pad Mount Transformers – Sized 25-1000 kVA 45 available	\$ 1.25/kVA
4	Wire Scraps – Sized #6 – 750MCM	\$ 100.00
5	1995 International Double Bucket Boom Truck 4X4 – Hours 880 – Mileage 83274	\$ 10,000.00
6	2005 Chevy 2500 – Mileage 142,624	\$ 100.00
7	2005 Chevy Colorado - Mileage 80,862	\$ 500.00
8	1996 Chevy 1500 - Mileage 155,928	\$ 100.00
9	1996 Chevy 2500 – Mileage 152,320	\$ 100.00
10	2006 Ford Ranger – Mileage 103,482	\$ 100.00
11	1996 Chevy 2500 – Mileage 65,445	\$ 1,000.00
12	2007 Chevy 2500 Diesel 4X4 – Mileage 291,826	\$ 1,000.00
	Burlap Sacks	
13	Approximately 80 Bundles of 1,000 bags per bundle, two sizes 18x30, 22x36.	\$ 50.00
14	Miscellaneous Blue Fence	\$ 40.00
15	JCB Backhoe Tractor – Hours 113	\$ 1,000.00
16	Miscellaneous Scrap Metal	\$ 500.00
17	Miscellaneous Winches	\$ 50.00
18	Condor Lift – Hours 85	\$ 500.00
19	Massey Ferguson Gannon Tractor – Hours 555	\$1,500.00
20	John Deere Pump Engine – Hours 1.4	\$ 100.00
21	Chevy S10 – Mileage 291,826	\$ 100.00
22	Pallet Jack	\$ 20.00
23	Brass Meters (approximately 1,700)	\$ 1,500.00
24	Miscellaneous Scrap	\$ 1,000.00
25	2008 El Dorado Aerolite Transit Van Unit #54 – Mileage 92,145	\$ 1,000.00
26	2012 Elkhart Transit Van Unit #N7 – Mileage 166,676	\$ 2,500.00
27	1995 Chevy S10 – Mileage 103,073	\$ 1,000.00

Place your sealed bid with the item number(s) and description(s) of what you are bidding on and return to 817 Third Street. Bidder will be responsible for loading and removal of items within five (5) business days of opening. Waiver of liability is required by the City of Needles. Photos of the items are listed at the City of Needles website, [www.cityofneedles.com](http://www.cityofneedles.com) - most items are available for public viewing at the City Yard, 122 Robuffa, 7:00 a.m. – 2:00 p.m. Monday through Friday. Please call Dale Jones at 760-326-2113 X145 if you have any questions. It is the responsibility of the bidder to see that any bid sent through the mail shall have sufficient time to be received by the City Clerk prior to bid opening time. Late bids will be returned to the bidder unopened. Electronic and telephone bids will NOT be accepted.

The City reserves the right to reject any and all bids, or to award any portion herein, or to waive any informalities and/or irregularities in any bid, and to award the bid to the highest responsible and/or the most qualified bidder based upon criteria established by the City.

//s// Dale Jones, CMC, City Clerk

Posted January 4, 2024

January 12, 2024

Rainie Torrance  
Utility Manager  
City of Needles  
817 Third Street  
Needles, CA 92363  
[rtorrance@cityofneedles.com](mailto:rtorrance@cityofneedles.com)

Dear Rainie Torrance,

Thank you for submitting the City of Needles application for the California Air Resources Board's (CARB) Fiscal Year 2022-23 joint request for Applications (RFA) under Planning and Capacity Building (Planning), Clean Mobility for Schools (CMIS), and the Sustainable Transportation Equity Project (STEP). The City of Needles submitted a comprehensive and equity-driven application that meets the objectives and goals of the RFA. CARB is pleased to preliminarily offer a Planning Grant award for \$370,729.67 to support the City of Needles implementation of the Needles Active Transportation Plan. As a contingency to this offer, CARB requests that the City of Needles work with CARB to update the project scope for the Grant Agreement to include steps to meaningfully engage with, and, as feasible, directly partner with the Fort Mojave Indian Tribe.

Planning Grants will be administered by a Statewide Planning and Capacity Building Administrator (PCB Administrator). The PCB Administrator is responsible for activities such as executing the grant agreement, reviewing and approving disbursements requests, disbursing funds in accordance with the RFA, project implementation support, and generally providing oversight and accountability. Planning Grantees will primarily coordinate with the PCB Administrator throughout the grant term.

The PCB Administrator has been selected and will be announced in January 2024. The process for getting the PCB Administrator onboarded will take several months. In the meantime, CARB will work with you on all preliminary steps needed prior to successfully executing your Grant Agreement with the PCB Administrator by July 2024.

CARB is requesting an official response to this preliminary award offer. Please draft a response letter on the City of Needles letterhead using the attached template and email it to Violet Martin at [violet.martin@arb.ca.gov](mailto:violet.martin@arb.ca.gov) by January 26, 2024. The letter should indicate whether you accept or do not accept the preliminary award offer, including whether you accept or do not accept modifying the scope as described above. If the response is an acceptance of the offer, please also indicate whether you will need council or board approval before signing a Grant Agreement with the PCB Administrator.

CARB will confirm receipt of your award acceptance letter once received. In February, we will assign a CARB liaison who will send you the templates and forms needed to complete

the post-award requirements outlined below and will work with you on developing the Grant Agreement until work activities transition to the PCB Administrator.

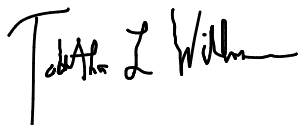
The City of Needles must provide the following additional information to CARB by May 14, 2024:

- Letter from regional planning agency that documents which strategies in the most recently adopted Sustainable Community Strategy the project will contribute to implementing.
- Completed Payee Data Record, based on a form provided by CARB.
- Resolution(s) of its governing board that commits the entity to do the following things:
  - Comply with the requirements of the Grant Agreement.
  - Accept the grant funds.
  - Allocate and authorize any resource contributions that the City of Needles has committed as part of the application.
  - CARB recommends the resolution allow for grant amendments without governing board approval.

As a reminder, no agreement is in effect until the Grant Agreement is signed by both your authorizing signatory and the PCB Administrator. Therefore, any work completed prior to this time will not be compensated or reimbursed. Administrative efforts that occur after the issuance of this preliminary award letter and before the execution of the Grant Agreement can be counted toward the project's resource contributions. Please do not publicly announce this preliminary award without coordination and advanced approval from CARB.

Congratulations on your preliminary selection. We look forward to working with your team to make the Needles Active Transportation Plan a success for the benefit of the City of Needles. If you have any questions or need further clarification, please reach out to Violet at (279) 842-9962 or by email at [violet.martin@arb.ca.gov](mailto:violet.martin@arb.ca.gov).

Sincerely,



Tabetha Willmon, Manager  
Clean Transportation Outreach Section  
Mobile Source Control Division  
[tabetha.willmon@arb.ca.gov](mailto:tabetha.willmon@arb.ca.gov)  
(279) 842-9682

cc: Lisa Macumber, Branch Chief, Mobile Source Control Division  
Violet Martin, Air Pollution Specialist, Mobile Source Control Division

Rainie Torrance, Utility Manager  
January 12, 2024  
Page 3

#### Attachments

- Acceptance letter template