



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** General Services  
**Department No.:** 063  
**For Agenda Of:** September 14, 2021  
**Placement:** Administrative  
**Estimated Time:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Department Janette Pell, General Services Director, 805-560-1011  
Director(s)  
Contact Info: Skip Grey, Assistant Director General Services 805-568-3083  
Erik Barker, Fleet Manager General Services, 805-681-5573  
**SUBJECT: Sole Source Purchase of Equipment for New Fuel Truck**

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Purchasing

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

1. For the purchase of a 3,000-gallon Power Take Off (PTO) fuel system, to be installed onto the county's primary mobile fuel truck, pursuant to County Code § 2-39, waive competitive bidding by the county and instead authorize the County Purchasing Agent to purchase this equipment as a sole source procurement from McLellan Equipment of Hanford, California without being required to conduct a formal bid process: and
2. Determine pursuant to CEQA Guidelines: 15378(b)(5) that the above fiscal activity is not a project subject to the California Environmental Quality Act. It is an administrative activity of government that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

Pursuant to County Code section 2-39, the General Services Fleet division is requesting that the Board of Supervisors authorize the County's Purchasing Agent to purchase a 3,000-gallon Mobile fuel tank system, at a cost of \$177,276 as a sole source procurement from McLellan Equipment. The fuel tank system is considered a separate component of the new fuel truck and must be purchased separately.

The recommended action will allow the Fleet division to continue to perform mobile fueling services in a capacity that includes both Diesel and Gasoline, during routine and emergency support operations.

**Background:**

The current primary mobile fuel truck has reached the end of its service life and is due for replacement. The current fuel truck was placed into service in 2003. The gasoline dispensing portion of the tank is comprised of a specialized (Hill-Vac, Phase-II) vapor recovery system which will be transferred from the old tank to the new one. Hill-Vac is the sole state approved vapor recovery system at this time. Service and testing of the Hill-Vac equipment requires a specific credential, issued from the state of California. McLellan Equipment is the only Hill-Vac dealer authorized by the State of California to perform this installation. McLellan Equipment is a well-established company with a proven track record of producing reliable equipment.

**Fiscal and Facilities Impacts:**

The funding source for the new fuel truck tank is the Fleet Internal Service Fund (ISF) 1900 Capital Replacement reserves. Due to the long lead times for this type of equipment during the Pandemic, it will likely be delivered sometime during FY 2022-23 and be included in that fiscal year’s Budget.

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>Next FY 2022-23 Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
Fleet ISF Fund 1900 - Capital Replacement	\$ 177,276.00	\$ -	\$ 177,276.00
<b>Total</b>	<b>\$ 177,276.00</b>	<b>\$ -</b>	<b>\$ 177,276.00</b>

**Narrative:**

The funds for the new fuel truck tank are budgeted in the Fleet ISF 1900 from Retained Earnings - Capital Replacement reserves. These funds have been accumulated over time for the purpose of covering the cost to replace the old fuel truck and fueling equipment.

**Special Instructions:**

Please provide one copy of the minute order to Erik Barker, Fleet Manager.

**Attachments:**

1. Franzen-Hill Sole Source Letter

**Authored by:**

Erik Barker, Vehicle Operations Manager