



**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:** Sheriff  
**Department No.:** 032  
**For Agenda Of:** September 3, 2013  
**Placement:** Administrative  
**Estimated Tme:** N/A  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

**Nor TO:** Board of Supervisors

**FROM:** Department Bill Brown, Sheriff ext. 4290  
Director  
Contact Info: Chief Financial Officer Douglas Martin ext. 4293

**SUBJECT:** Waiver of Competition for Purchase of Aviation Equipment and Services

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**County Counsel Concurrence**

As to form: N/A

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Purchasing

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors authorizes the Purchasing Agent to procure aviation parts and services for the Sheriff Office as a sole source procurement without being required to conduct a formal bid process for the period ending September 30, 2013.

**Summary Text:**

On January 15, 2013, the Sheriff's Office asked your Board for the authority to spend up to \$200,000 to repair helicopter 308 (#13-00062). The estimate for repair at the time was \$143,000, but it was stated that further work may be necessary due to the complexity of the inspection. The work is being performed by Rotorcraft Support, Inc. (RSI), an aircraft maintenance company based in Van Nuys.

Helicopter 308 has now been repaired and was placed back in service in late June 2013. Progress payments towards the repair costs had been made in June 2013 totaling \$66,469.81. A deposit on the repair costs to cover parts was sent in January 2013 for \$87,928.02. Knowing that a final invoice was to be sent, the Sheriff's Office accrued \$55,556 in expense in the FY2012-13 fiscal year, consuming the remainder of the purchase order authorized by the board action in January.

In early July the Sheriff's Office received a 54 page final invoice for the repair of helicopter 308 totaling \$254,129.93. It was determined that this invoice was exclusive of the payments made in June, so the total cost of the repair to helicopter 308 was \$320,599.54. Attachment A details the invoices and a summary of the costs incurred.

The net result of the costs incurred and payments made on this repair is an outstanding amount due RSI of \$110,646.54. The Sheriff's Office requests a purchase order for \$111,000 be authorized to complete the repairs on Copter 308. The work is done and the payment will be processed immediately.

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**Background:**

The Sheriff's Office maintains Blanket Purchase Orders (BPO) with RSI for several years for the purchase of parts and minor repairs to the ASU aircraft. For this project, a BPO is inadequate when the total cost is figured in.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Maintenance of ASU assets is included in the operating budget of the Sheriff's Office, line item 7120 and totals \$395,114 in FY2013-14, of which \$84,475.85 has been spent. While this request will consume a large part of the maintenance budget, sufficient funds remain to maintain the fleet as long as another major repair is not required.

**Special Instructions:**

Please send a copy of the minute order to Douglas Martin, Sheriff's Office, and the Purchasing Manager, General Services Department.

**Attachments:**

Attachment A – Summary of invoice detail for repair costs

**Authored by:**

Douglas Martin, CFO, Sheriff's Office 681-4293