



## Takoma Park City Council Meeting – January 21, 2021 Agenda Item 5

### **Voting Session (Consent Agenda)**

Purchasing Ordinances

### **Recommended Council Action**

Adopt the ordinances approving purchases.

### **Context with Key Issues**

All the items listed are included in the FY 2021 budget.

#### Public Works Department – Replacement Pickup Truck for the Food Waste Collection Program

The current vehicle #244 used for food waste collection was purchased in 2008 and has exceeded its useful life. The Department solicited price proposals for an F-250 pickup truck as a replacement. Three responses were received as follows: Hertrich Fleet Services (\$32,289); Academy Ford (\$35,314); Chesapeake Ford (\$40,905). Because the food waste creates a very caustic substance that is hard on metal, the Department uses an add-on dump hopper that sits in the bed of the truck. A new, larger hopper is needed due to the growing popularity and added participation in our food waste collection program. Staff also recommends the addition of lifter to improve worker safety and reduce strain from lifting the food waste containers into the hopper. The hopper and lift will be purchased separately. The hopper price is \$9,716. The lift equipment is expected to be \$3,000. The total cost of all three components will exceed the allocated CIP amount of \$41,500 by approximately \$3,500. The item before Council at this time is the truck purchase only. The purchase has been reviewed and approved by the Fleet Review Committee. This is a gasoline powered vehicle; there is no equivalent all-electric vehicle at this time.

#### Police Department – Mobile Computers

The Department uses the Panasonic Toughbook rugged computers in vehicles used by officers. The computers are necessary for Computer Aided Dispatch, writing reports, issuing traffic citations, warnings, and equipment repair orders, preparing field interview reports, and accessing the necessary databases. The current units are aging and in need of replacement. The cost to purchase and install 12 computers is \$50,217. The price is based on a competitively bid State of Maryland contract with Front Line Mobile Tech.

#### Police Department – Replacement Patrol Vehicles

The Department proposes replacement of four patrol vehicles pursuant to the Vehicle Replacement/ Addition/Transfer Policy and Schedule. The replacements have been reviewed and approved by the Fleet Review Committee. The proposed purchase is for four Ford Interceptor Hybrid SUVs at the cost of \$231,956, based on a competitively bid State of Maryland contract with Apple Ford. Two of the SUVs are equipped for prisoner transport. There are no all-electric vehicles that are rated for patrol purposes.

Prepared by: Daryl Braithwaite, Public Works Director; Ellen Arnold-Robbins, Library Director; Michelle Holmes, Police Lieutenant

Approved by: Suzanne R. Ludlow, City Manager

Posted: 2021-01-13

## Library – Contract Renewal for Useful DiscoverStation Turnkey System

The Library has operated a two-room public Computer Center with ten workstations in each room, an additional four workstations in the Senior Room, and four in the Library. The Useful DiscoverStation turnkey system has been in operation by the Library since 2005. Throughout that time, it has undergone frequent upgrades and won many awards. Although the current Library building may not reopen again, there is a continuing demand for public internet service. We plan to provide that service in an alternate location during construction of the new Library and during transition. The product has been highly customized to meet our needs and we do not wish to lose that customization by discontinuing the service. Our contract expires at the end of February. With a continuing three-year contract, we will receive new multi-station computers while keeping the older ones which can be used to replace even older units. They will also be used to access our library catalog. Staff have found the system to be user-friendly, reliable, secure and adaptable to a range of applications. With a minimum of maintenance, equipment replacement and intervention, the Library has been successful in operating the Computer Center for 51 hours per week with a single staff presence at any one time. Library staff recommends renewal with Useful Corporation, as the sole provider of a system that is unique in its cost-effectiveness and ability to meet the City's needs.

### **Council Priority**

Engaged, Responsive & Service-Oriented Government

### **Environmental Considerations**

- The Ford F-250 pickup truck is gasoline powered; there is no equivalent all-electric vehicle. The truck is to serve the food compost collection which advances City environmental goals.
- The police vehicles to be purchased are hybrids and more efficient than the existing vehicles. There are no all-electric police vehicles rated for patrol use at this time.
- The Useful system allows one host PC or server to serve multiple workstations which reduces the amount of hardware necessary for each station and lowers infrastructure and energy costs significantly, including a 60% reduction in energy costs.

### **Fiscal Considerations**

- Ford F-250: \$32,280 (plus \$9,716 and \$3,500 for the hopper and lift)
- The contract for purchase and installation of 12 mobile computers: \$50,217
- Four equipped Ford Interceptor Hybrid SUVs: \$231,956
- Three-year contract renewal with Useful Corporation: \$24,852. The contract cost has been reduced by eliminating one multi-station computer that serves the existing Library building.

### **Racial Equity Considerations**

The Useful library computers enable the Library to provide free public computing to anyone with a Takoma Park Library card, in more than 30 languages simultaneously, including Amharic. The vehicles will more safely serve Public Works and Police staff, a majority of whom are people of color.

### **Attachments and Links**

Draft Ordinances

Introduced by:

Single Reading Ordinance

**CITY OF TAKOMA PARK, MARYLAND**

**ORDINANCE NO. 2021-**

**AUTHORIZATION TO PURCHASE A REPLACEMENT PICKUP TRUCK**

WHEREAS, in accordance with the City procurement procedures, the Public Works Department solicited price proposals for purchase of a Ford F-250 pickup truck; and

WHEREAS, funds for this purchase are included in the Equipment Replacement Reserve; and

WHEREAS, three vendors were contacted and Henrich Fleet Services provided the lowest bid.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND, THAT:

Section 1. The City Manager or her designee is authorized to enter into a contract with Henrich Fleet Services for the replacement of a Ford F-250 pickup truck in the amount of \$32,289.

Section 2. This Ordinance shall become effective upon adoption.

Adopted this \_\_\_\_ day of January, 2021.

AYE:

NAY:

ABSTAIN:

ABSENT:

Introduced by:

Single Reading Ordinance

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2021-**

**AUTHORIZATION TO PURCHASE MOBILE COMPUTERS**

WHEREAS, the Police Department wishes to purchase replacements for 12 aging mobile computers; and

WHEREAS, the FY 2021 budget has funds in the Equipment Replacement Reserve that will be used for the purchase; and

WHEREAS, the Police Department proposes to purchase Panasonic Toughbook computers through Front Line Mobile Tech; and

WHEREAS, the quoted price of \$50,217 is based on a competitively bid Maryland State contract with Front Line Mobile Tech.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or her designee is authorized to enter into an agreement with Front Line Mobile Tech for the purchase.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2021 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

Introduced by:

Single Reading Ordinance

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2021-**

**AUTHORIZATION TO PURCHASE FOUR REPLACEMENT POLICE VEHICLES**

WHEREAS, four police vehicles are scheduled for replacement in accordance with the City's vehicle replacement policy and the review by the Fleet Review Committee; and

WHEREAS, the FY 2021 budget has funds in the Equipment Replacement Reserve Account that will be used for the purchase; and

WHEREAS, the Police Department proposes to acquire four Ford Interceptor Hybrid SUVs at the cost of \$231,956; and

WHEREAS, the quoted vehicle price is based on a competitively bid State of Maryland contract with Apple Ford.

NOW THEREFORE BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:

SECTION 1. The City Manager or her designee is authorized to enter into an agreement with Apple Ford for the purchase of four Ford vehicles.

SECTION 2. This Ordinance shall become effective immediately.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2021 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT:

**CITY OF TAKOMA PARK, MARYLAND  
ORDINANCE NO. 2021-**

**AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT  
FOR PUBLIC COMPUTERS, SOFTWARE, AND SUPPORT  
FOR THE COMPUTER LEARNING CENTER, SENIOR ROOM AND LIBRARY, AND  
ANY ALTERNATE LOCATIONS AS NECESSARY**

WHEREAS, the Fiscal Year 2021 budget includes funding for computers, software, and support for the Computer Learning Center, Senior Room and Library, which can also be provided at alternate locations during Library construction; and

WHEREAS, since 2005, the City has operated a two-room public Computer Learning Center, with ten workstations installed in each room; and

WHEREAS, an additional four workstations are located in the Senior Room of the Computer Learning Center; and

WHEREAS, an additional four workstations are located in the Library; and

WHEREAS, in 2005, Useful Corporation was deemed a sole source provider of multi-station Linux turnkey computer operations; and

WHEREAS, the designation of Useful Corporation as a sole source provider was re-affirmed by the City Council in 2008 and 2011 and 2015 and 2018; and

WHEREAS, Library staff has found the Useful DiscoverStation turnkey system to be user-friendly, reliable, secure and adaptable to a range of public computer needs; and

WHEREAS, the Library Director recommends that the City enter into a three-year contract with Useful Corporation for computers, software, and support for the Computer Learning Center; Senior Room, Library and/ or at other locations where necessary during Library construction; and

WHEREAS, the City Manager has determined that Useful Corporation meets the criterion of a sole source procurement.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF TAKOMA PARK, MARYLAND THAT:**

**SECTION 1.** The Council has reviewed and accepted the City Manager's determination that the procurement of computers, software, and support from Useful Corporation meets the City's criterion for a sole source procurement.

SECTION 2. The quote submitted by Useful Corporation in the amount of \$24,852 is accepted.

SECTION 3. This ordinance shall become effective upon adoption.

Adopted by roll-call vote this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by roll-call vote as follows:

AYE:

NAY:

ABSTAIN:

ABSENT: