



City of Grand Forks
Staff Report
Committee of the Whole – June 24th, 2019
City Council – July 1st, 2019

APPROVED & ACCEPTED
by City Council

07/01/2019

Maureen Storstad
Maureen Storstad
City Auditor

Agenda Item: Budget amendment. Reallocate funding from the Fire Department's 2020 Capital Replacement Schedule to allow a fire engine to be ordered in 2019 with delivery and payment in 2020.

Submitted by: Gary Lorenz, Fire Chief

Staff Recommended Action: Approve budget amendment to reallocate funding from the 2020 capital vehicle replacement schedule, to allow the ordering of a fire engine in 2019 through the Houston-Galveston Area Council Purchasing Program (HGAC), or comparable government purchasing consortium, with delivery of the engine in mid 2020.

May 28, 2019 – Committee Recommended Action:

June 3, 2019 – Council Action: Motion by Weber, second by Dachtler, to approve. Motion carried unanimously.

BACKGROUND:

In the 2020 vehicle replacement schedule, \$507,600 is allocated for the replacement of a fire engine and necessary associated equipment. The 2000 model year fire engine being replaced will be moved to reserve status. Because it takes from 300-365 days to build a fire engine, this request is to reallocate funds to the 2019 budget, which would allow the engine to be ordered in 2019 with delivery in mid 2020. The apparatus will be paid for upon delivery. In addition, manufacturers are predicting a 4-5 percent increase after the first of the year. Ordering the fire engine in 2019 will allow the contract price to be secured before these increased prices take effect.

Product and service contracts are established through the HGAC and other consortiums by either a competitive bid or competitive request for proposal process. Purchasing through a consortium allows the fire department to purchase fire apparatus at discounted government pricing without spending considerable time on lengthy bidding and RFP processes. Purchasing through a consortium is allowed by North Dakota Century Code (NDCC 54-44.4-13) and City of Grand Forks Code (2-0703). Currently, the City of Grand Forks is an approved end user through several consortiums.

ANALYSIS AND FINDINGS OF FACT:

SUPPORT MATERIALS:

Description	Budget
Budgeted Amount	\$507,600.00
Replacement Fire Engine (Purchased through HGAC)	\$441,000.00
Hose, nozzles, and appliances	\$30,878.00
PPV fan, generator, thermal imager, medical bag, tools and equipment	\$21,611.00
Hydraulic extrication combi-tool	\$11,000.00
Total Estimated Cost	\$504,489.00
Contingency	\$3,111.00



List of HGACBuy End Users

Select a State to See a List of End Users From That State

North Dakota ▼

Filter by Name:

Agency Name	City
City of Fargo (ND)	Fargo
City of Grand Forks (ND)	Grand Forks
City of Mandan (ND)	Mandan
Grand Forks Regional Airport Authority (ND)	Grand Forks
Municipal Airport Authority of the City of Fargo (ND)	Fargo

News & Events

[Contractor Orientation \(/events/event-details.aspx?eventid=97\)](/events/event-details.aspx?eventid=97)

Join us for a Contractor Orientation Webinar (/events/event-details.aspx?eventid=97)

The orientation will discuss:

- Our cooperative environment
- Requirements for Member participation
- Preparing Contract Pricing Worksheets
- Purchase orders and Order Confirmations
- Quarterly Activity Reporting

NARC – National Association of Regional Councils (/events/event-details.aspx?eventid=78)

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HGACBuy Team will be attending NARC – National Association of Regional Councils
 (https://www.addtoany.com/share?url=http%3A%2F%2Fhgacbuy.org%2Fabout%2Fend-users.aspx&title=List%20of%20HGACBuy%20End%20Users%20-%20HGACBuy)

End User Orientation (/events/event-details.aspx?eventid=92)

Join us for an HGACBuy End User Orientation (/events/event-details.aspx?eventid=92)

The HGACBuy End User Orientation objective is to introduce End Users to the HGACBuy program:

- Who is HGACBuy?
- Discuss what HGACBuy Cooperative does
- The advantages of using HGACBuy
- Discuss the purchasing process
- HGACBuy Website



Authorizing State Statutes

Select a State

North Dakota ▼

State of North Dakota Statutes

State of North Dakota Statutes
Title 54 State Government

Chapter 54-44.4-13. Cooperative purchasing.

1. The office of management and budget shall purchase commodities or services as requested by agencies and institutions under the jurisdiction of the state board of higher education and the legislative and judicial branches of state government.
2. The office of management and budget and the agencies and institutions under the jurisdiction of the state board of higher education shall make joint purchases of like commodities or services of high common usage when the office of management and budget and the state board of higher education determine it is in the best interest of the state.
3. The director of the office of management and budget or the director's designee may agree to purchase commodities or services under contracts entered into by the United States general services administration or contracts of other government entities if it is determined to be in the best interest of the state after consideration of price, contractual terms and conditions, and the availability of competition from approved vendors under section 54-44.4-09.

4. The director of the office of management and budget or the director's designee may participate in, sponsor, or administer a cooperative purchasing agreement with one or more government entities or a nonprofit organization established on behalf of public entities for the procurement of commodities or services in accordance with an agreement entered into between the participants.
5. Cooperative purchasing may include open-ended contracts that are available to other government entities or nonprofit organizations established on behalf of public entities.
6. Before entering into a cooperative purchasing agreement under this section, the office of management and budget must determine that the contracts were awarded through full and open competition or source selection methods specified in section 54-44.4-05 and shall send notice to approved vendors of the office's intent to make a cooperative purchase in accordance with this chapter.

Chapter 54-40 Joint Exercise of Governmental Powers

§ 54-40.3-01. Joint powers agreements - General authority.

1. Any county, city, township, city park district, school district, or other political subdivision of this state, upon approval of its respective governing body, may enter into an agreement with any other political subdivision of this state for the cooperative or joint administration of any power or function that is authorized by law or assigned to one or more of them. Any political subdivision of this state may enter into a joint powers agreement with a political subdivision of another state or political subdivision of a Canadian province if the power or function to be jointly administered is a power or function authorized by the laws of this state for a political subdivision of this state and is authorized by the laws of the other state or province.

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2-0703. - Purchases through governmental units, public buying consortia and cooperative joint purchasing vendors.

- (1) The city, with approval of the city council, may purchase personal property, supplies, equipment, materials and services independently or jointly with one (1) or more other governmental units. For purposes of this section, governmental units include but are not limited to state governments, local governments, other political subdivisions, cooperative joint purchasing vendors and public buying consortia, whether located within or without the state of North Dakota.
- (2) The city, with approval of the city council, may purchase personal property, supplies, equipment, materials and services from a vendor who has a contract to sell such goods or services to other state governments, political subdivisions or public purchasing consortia through local, regional or national agreements. Such purchases may include joint or multiparty contracts between or among public procurement units, cooperative purchasing units and open ended state or local government procurement contracts when made available to the city.

(Ord. No. 4647, § I, 12-5-17)

CITY OF GRAND FORKS, NORTH DAKOTA

BUDGET AMENDMENT REQUEST **REQUEST NO.** **DATE: 6/18/2019** **PAGE:**

TO: FINANCE AND ADMINISTRATIVE OFFICE **FROM: Capital Replacement Fund - Fire**

Request amendment to budget as indicated

_____ **DEPARTMENT HEAD**

Increase Revenue			Increase Expenditure Account						
FUND CODE	DEPT CODE	SUB BUDGET CODE	DESCRIPTION	AMOUNT	FUND CODE	DEPT CODE	SUB BUDGET CODE	DESCRIPTION	AMOUNT
4800	000	390.0010	Cash	\$507,600.00	4800	100	700.0120	Trucks/Mounted Equip	\$507,600.00
			TOTAL	\$507,600.00				TOTAL	\$507,600.00

REASON: Bring 2020's allocated Capital Reserve Funds into 2019 Budget to replace Fire Engine 550

FINANCE DIRECTOR'S COMMENT:

AUDITORS COMMENT:

CERTIFY AVAILABILITY OF FUNDS

MOVED BY: _____ **DATE PROCESSED** _____

SECONDED BY: *Mawleen Strubad* **CITY AUDITOR/DEPUTY** **ENTERED BY** _____

City of Grand Forks
255 N 4th St
Grand Forks, ND 58203-3723

ID# 939

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