



City of Yakima

2213 E

Emergency Purchase Order Justification

Requestor Name: MATT MURRAY	Your Department/Division: POLICE
Requestor Phone: 509-728-6895	Requisition (PR) Number: 52266
Requested Vendor: BUD CLARY FORD	Cost Estimate (incl. TAX): \$ 111,621.65
Vendor's Address: 700 7TH AVE LONGVIEW, WA 98632	Vendor E-Mail: FORD.ORDERS@BUDCLARY.COM
Vendor Contact Name: KATHLEEN BRENNAN	Vendor Phone: 360-423-4321

1. What is the emergency situation? Describe damages or loss of property or essential services that are/may be a result of this emergency. (Attach extra sheet if necessary.)

SEE ATTACHED MEMO

2. What labor and/or materials are required? Attach a copy of your quote or estimate.

QUOTES ATTACHED

3. Did vendor quote prevailing wages, if applicable (e.g. repairs, construction, maintenance)?

Yes ☐ No ☐ N/A

4. Was vendor informed of the Intent and Affidavit filing requirements with L&I?

Yes ☐ No ☐ N/A

5. Does vendor have a current certificate of insurance on file with the City? Check ICE:

<http://cityice/purchasing/contractor-list/>

Yes ☐ No ☒

6. Are federal funds being used? If federal funds are being used, a cost price analysis must be done at earliest opportunity and a copy sent to Purchasing.

Yes ☐ No ☒

STATEMENT OF NEED:

My division's recommendation for an emergency purchase order and waiver of the quote or bid requirements is based upon an objective review of the emergency situation and appears to be in the best interest of the City.

I understand that if this purchase is over \$50,000, or if any change orders to this purchase increase the amount to \$50,000 or over, that our division must initiate and prepare necessary information (Resolution) to advise City Council that there has been an emergency situation requiring immediate action.

1. **N/A**
Signature of Division Manager
2. **Alchae J. Ruff**
Signature of Department Head
3. **Maria Mayhew**
Recommendation of Approval by Purchasing Manager
4. **See attached email dated:**
Approval by City Manager

Date
8-15-2022

Date
8/10/22

Date
8/9/22

Date

Please complete entire form and forward to Purchasing.
Purchasing will forward to the City Manager for final approval.

Payer, Christina

From: Price, Cally
Sent: Tuesday, August 9, 2022 5:05 PM
To: Cavin, Ira; Mayhue, Maria; Payer, Christina; Knotts, Susan; Jones, Kerry; Hubert, Stephanie; Ferrer-Santa Ines, Jennifer
Cc: Boyle, Shawn; Seely, Jay; Murray, Matthew; Delgado, Evelyn
Subject: RE: PD Emergency PO Memo and Request forms

Bob authorized the purchase of 2 vehicles as requested. He will chat with you later about the other vehicles.

Cally Price
Assistant to the City Manager
City Manager, Mayor, and Council office
129 North 2nd Street
Yakima, WA 98901
Phone: 509-575-6040
www.yakimawa.gov

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From: Cavin, Ira
Sent: Tuesday, August 9, 2022 4:52 PM
To: Mayhue, Maria <Maria.Mayhue@yakimawa.gov>; Payer, Christina <Christina.Payer@yakimawa.gov>; Knotts, Susan <Susan.Knotts@yakimawa.gov>; Jones, Kerry <kerry.jones@yakimawa.gov>; Hubert, Stephanie <Stephanie.Hubert@YAKIMAWA.GOV>; Price, Cally <Cally.Price@yakimawa.gov>; Ferrer-Santa Ines, Jennifer <Jennifer.Ferrer@yakimawa.gov>
Cc: Boyle, Shawn <Shawn.Boyle@yakimawa.gov>; Seely, Jay <Jay.Seely@yakimawa.gov>; Murray, Matthew <matt.murray@yakimawa.gov>; Delgado, Evelyn <evelyn.delgado@yakimawa.gov>
Subject: PD Emergency PO Memo and Request forms

Here is the emergency PO request minus the signature from the Acting Chief, Capt Seely.

The PR has been entered under 52266, the account used was 333 3016430 for now until Kerry can update with the correct 552 account to use.

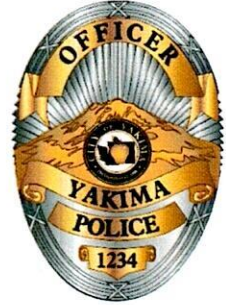
The first order bank (trucks) closes tomorrow. The SUV order bank opens August 12 and that PO request will follow once I can build the quotes in CARS.

Thank you!



IRA CAVIN
Lieutenant
Patrol Division
SWAT Deputy Commander

More Than a Badge



Memorandum

August 3, 2022

To: Bob Harrison
City Manager
From: Lt Ira Cavin #6186 
Subject: 2023 Police Vehicle Order – Emergency PO Exception requests

On July 27th, 2022 I received notification from Bud Clary Ford regarding the vehicle order banks for 2023. Ford has decided due to the ongoing supply chain issues and backlog of unfilled orders, to open the 2023 order bank for only a few weeks during the month of August, 2022. In essence, this gives government customers such as the City of Yakima only a few weeks to place orders for the 2023 year.

Normally, the order banks open in August/September of this year, and close in March/April of the spring. The City of Yakima would normally place orders during the month of January, when the 2023 budget is opened.

For the 2023 budget year the Police Department had planned on replacing 11 vehicles and 2 motorcycles. Several of these vehicles have reached or exceeded end of service life. One in particular is no longer road worthy. To fund these vehicles, the Department planned to use existing funds within the 552 police vehicle replacement fund. Currently there is slightly more than 1 million dollars in this account. I am working on current build quotes, but we would be requesting to allocate up to \$700,000 of the fund balance to make these purchases.

I have already communicated with Purchasing Manager Maria Mayhue and Fleet Manager Kerry Jones to prepare for this process. They suggested requesting an emergency PO authorization to place orders now. Once approved we will be able to issue the PO's for the vehicles and secure the orders for 2023.

The Department is requesting emergency authorization to issue PO's for the planned 2023 replacements immediately, in order to meet the deadlines imposed by Ford. The funding for these purchases would be later approved as a budget amendment by council using the Department's 552 replacement fund.

If the Department were not able to place these orders by the deadlines this month, it would not be able to replace the vehicles until late 2024 at the earliest. This would create a risk of interrupted emergency services to community when the vehicles break down or are no longer serviceable.

Chief Murray has is aware of and has approved making this request, however he is out of town and asked me to proceed due to the shortened timeline. The first order bank closes on **August 10th**. Please feel free to contact me with any further questions.

Cavin, Ira

From: NOREPLY@des.wa.gov
Sent: Wednesday, July 27, 2022 4:02 PM
To: Cavin, Ira
Cc: sean.hoffert@des.wa.gov
Subject: Vehicle Quote - 2022-7-296 - YAKIMA, CITY OF - 23913

Vehicle Quote Number: 2022-7-296

[Create Purchase Request](#)

[View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916

Dealer: Bud Clary Ford/Hyundai (W403)
700 7th Avenue
PO Box 127
Longview WA 98632

Dealer Contact: Kathleen Brennan
Dealer Phone: (360) 423-4321 Ext: 7183
Dealer Email: ford.orders@budclary.com

Organization Information

Organization: YAKIMA, CITY OF - 23913

Email: ira.cavin@yakimawa.gov

Quote Notes: Fleet Truck

Vehicle Location: YAKIMA CITY

Color Options & Qty

Oxford White (YZ) - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2023-0830-001	2022 Ford F150 4WD	1	\$35,674.00	\$35,674.00
2023-0830-012	EXTENDED Cab, 4WD, 145WB, 6.5 ft Box, 3.3L V6 PFDI (290HP) (18/23/20 MPG) (FFV Capability) (6480# GVWR, 1770# Payload, 3.73 RAR) (X1E/100A/99B/44G/145WB)	1	\$3,327.00	\$3,327.00
2023-0830-018	Alternative Engine: 3.5L V6 EcoBoost (375HP) (17/23/19 MPG) (in lieu of 3.3L V6 PFDI) (23MY: Auto Start-Stop Technology has been removed -- commodity constraint) (Includes 10-speed automatic transmission with selectable drive modes) (Not available with REG CAB 122WB) (REG CAB 141WB: 7050#/2370#/3.31 RAR) (EXT CAB 145WB: 7050#/2150#/3.31 RAR) (CREW CAB 145WB: 7050#/2050#/3.31 RAR) (994/44G/52X)	1	\$2,639.00	\$2,639.00
2023-0830-027	XL Only - Onboard 400W Outlets (Qty 2) (with 40/20/40 seats, there is one outlet in instrument panel) (Also includes one additional outlet in the bed, not available with 8ft bed) (Must also order Trailer Tow Package #53A or Max Trailer Tow Package #53C) (Not available w/ Regular Cab) (Not available with 3.5L PowerBoost Full Hybrid Engine #99D) (471)	1	\$280.00	\$280.00
2023-0830-031	8-Way Power Drivers Seat (includes power lumbar) (Not available w/ XL High Trim Level #102A) (91P)	1	\$339.00	\$339.00
2023-0830-041	Black Platform Running Boards (Available with all cabs and trim levels) (18B)	1	\$242.00	\$242.00
2023-0830-042	Skid Plates (413)	1	\$154.00	\$154.00

2023-0830-054 Max Trailer Tow Package (53C) - to be ordered with XL Trim #101A or #102A only (Includes Trailer Brake Controller, smart trailer tow connector, 4-pin/7-pin connector, Class IV trailer hitch receiver #53B, upgraded rear bumper, 36-gallon fuel tank) (Only available w/ Reg Cab 141WB, Ext Cab 163WB or Crew Cab 157WB) (Must also order HD Payload Package #627 - No longer available w/ XLT Trim Levels) (53C/101A/102A)	1	\$2,136.00	\$2,136.00
2023-0830-057 XL ONLY - 7,850# HD Payload Package/18in Tires [Must order 5.0L V8 Engine #995/44G or 3.5L V6 EcoBoost Engine #998/44G, plus Max Trailer Tow Package #53C) (Includes 3.73 electronic locking rear axle, 9.75in gearset, 36 gallon fuel tank (unless ordered w/ Reg Cab), LT265/70R18C OWL all-terrain tires #T8C, 18in silver aluminum HD wheels #64H, upgraded springs] (Only available w/ Reg Cab 141WB, Ext Cab 163WB or Crew Cab 157WB) (2023MY: Not available w/ XLT Trim Levels) (627/T8C/64H/XL6)	1	\$1,636.00	\$1,636.00
2023-0830-215 Floor Mats, HD Rubber Molded, Front (Weather Tech) (DLR)	1	\$135.00	\$135.00
2023-0830-217 Mud flaps, Front (DLR)	1	\$88.00	\$88.00
2023-0830-218 Mud Flaps, Rear (DLR)	1	\$88.00	\$88.00
2023-0830-232 WARN 12,000# Winch, Solid Mount (VR EVO 12) installed on Push Bumper (Must also order Setina Winch-Ready PB400 #255 or PB450L4 #258, PLUS Setina Large Mounting Plate #261) (DLR)	1	\$1,718.00	\$1,718.00
2023-0830-255 Setina - PB400 (WINCH READY) Push Bumper, Aluminum, includes Mar Pad (DLR) (SET111)	1	\$776.00	\$776.00
2023-0830-261 Setina - Large mounting plate for winch ready push bumper (must order if installing 12,000 lb winch) (SET113/127/128)	1	\$186.00	\$186.00
2023-0830-301 AMBER PACKAGE - Mini Lightbar Package. (4) mPower 4in LED amber warning lights, installed (2) on front grill, (2) on rear of vehicle and 17in nRoads amber Mini-bar installed on roof of vehicle or cabguard. Wired to 8-button controller. (AL301)	1	\$2,094.00	\$2,094.00
2023-0830-333 Spotlight, LED 6 inch, Clear Lens, Pillar Mounted, Driver Side (Unity)	1	\$698.00	\$698.00

Quote Totals

Total Vehicles:	1
Sub Total:	\$52,210.00
8.4 % Sales Tax:	\$4,385.64
Quote Total:	\$56,595.64

Cavin, Ira

From: NOREPLY@des.wa.gov
Sent: Tuesday, August 2, 2022 4:18 PM
To: Cavin, Ira
Cc: sean.hoffert@des.wa.gov
Subject: Vehicle Quote - 2022-8-76 - YAKIMA, CITY OF - 23913

Vehicle Quote Number: 2022-8-76

[Create Purchase Request](#)

[View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 05916

Dealer: Bud Clary Ford/Hyundai (W403)
700 7th Avenue
PO Box 127
Longview WA 98632

Dealer Contact: Kathleen Brennan
Dealer Phone: (360) 423-4321 Ext: 7183
Dealer Email: ford.orders@budclary.com

Organization Information

Organization: YAKIMA, CITY OF - 23913

Email: ira.cavin@yakimawa.gov

Quote Notes: LT Janis

Vehicle Location: YAKIMA CITY

Color Options & Qty

Atlas Blue Metallic (B3) - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2023-0517-001	2023 Ford F150 Pursuit-Rated Police Responder Crew Cab 4WD	1	\$44,564.00	\$44,564.00
2023-0517-015	Police Engine Idle Feature (allows driver to leave the engine running and prevents the vehicle from unauthorized use when outside of the vehicle. Allows the key to be removed from ignition while vehicle remains idling) (47P)	1	\$250.00	\$250.00
2023-0517-016	SYNC4 w/ Enhanced Voice Recognition Upgrade (Includes Ford Digital Assistant and Connect Navigation w/ 90-day trial) (524/582)	1	\$314.00	\$314.00
2023-0517-017	BLIS (Blind Spot Monitoring System w/ Cross Traffic Alert (Included with Tow Technology Package #17T) (91B)	1	\$569.00	\$569.00
2023-0517-018	Remote Keyless Entry Key Fobs (Includes 4 fobs) (does not include door keypad) (Compatible w/ new Fleet Keyed Alike option, but Key Fobs are NOT fobbed alike) (67P)	1	\$329.00	\$329.00
2023-0517-030	Fog Lamps (595)	1	\$136.00	\$136.00
2023-0517-033	Rear Window Privacy Glass and Defroster (924/57Q)	1	\$309.00	\$309.00
2023-0517-034	Integrated Trailer Brake Controller (Included w/ Tow Technology Package #17T) (67T)	1	\$266.00	\$266.00

2023-0517-036 Trailer Tow Package (up to 10,700 lbs towing capability) (includes Pro Trailer Backup Assist, smart trailer tow connector, 4-pin/7-pin wiring harness, Class IV trailer hitch receiver, auxiliary transmission oil cooler, engine oil cooler and tailgate LED) (Does not include trailer tow mirrors or trailer brake controller, must be ordered separately) (53A)	1	\$1,279.00	\$1,279.00
2023-0517-039 Black Platform Running Boards (18B)	1	\$242.00	\$242.00
2023-0517-215 Floor Mats, HD Rubber Molded, Front (Weather Tech) (DLR)	1	\$135.00	\$135.00
2023-0517-217 Mud flaps, Front (DLR)	1	\$88.00	\$88.00
2023-0517-218 Mud Flaps, Rear (DLR)	1	\$88.00	\$88.00
2023-0517-333 Spotlight, LED 6 inch, Clear Lens, Pillar Mounted, Driver Side (Unity)	1	\$698.00	\$698.00
2023-0517-471 Ford Tonneau Cover - Tri-Fold Hard Panels, 5.5ft bed (TB471)	1	\$1,495.00	\$1,495.00

Quote Totals

Total Vehicles:	1
Sub Total:	\$50,762.00
8.4 % Sales Tax:	\$4,264.01
Quote Total:	\$55,026.01