

Lompoc City Council Agenda Item



City Council Meeting Date: December 2, 2014

TO: Patrick Wiemiller, City Administrator

FROM: Jessica Cadiente, Library Director
j_cadiente@ci.lompoc.ca.us

SUBJECT: Award of Contract to Purchase Mobile Library

Recommendation:

Staff recommends the City Council:

- 1) Authorize award of contract to purchase a new mobile library (bookmobile) from Wisconsin LDV, Inc. (LDV), in the amount of \$294,636.00, authorize the City Administrator to execute the necessary agreements for that contract, and authorize the Library Director to approve contract change orders in an amount not to exceed \$15,000; and
- 2) Approve Budget Adjustments and Supplemental Appropriations as shown in Table 2 – Budget Adjustments and Supplemental Appropriations.

Background:

Charlotte Benton donated her property at 211 South I Street in 1997 to be remodeled as a children's library. The 1997 deed states, "...the above-described real property is hereby granted to the City of Lompoc on condition that it shall be used exclusively and in perpetuity as part of a free public library for the children of the Lompoc Valley..." Ms. Benton set aside funds in trust for the library's operation and maintenance and also donated funds for construction.

Following Charlotte Benton's death at the end of 2005, the Charlotte Benton Trust (Trust) began meeting with City officials and developed a Memorandum of Understanding (MOU) to move the Charlotte's Web Children's Library Project (Project) forward. Parties to the MOU included the Library Foundation, the City of Lompoc, and the Benton Trustees.

In 2012, after many years of unsuccessful attempts to find funding for the construction and completion of the Project, Library staff began looking for alternate ways to complete it. After discussions with various concerned parties, such as the Library Board of Trustees, Benton Trustees, and Library Foundation about the future of the Project,

Council was approached on November 20, 2012, with the idea of completing the Project by using the funds and site for a children's bookmobile.

At the November 20, 2012 Council meeting, the following actions were taken by Council:

- 1) Approved the purchase of a bookmobile to complete the Project;
- 2) Directed staff to rescind the 2006 MOU between the City of Lompoc, the Trust, and Lompoc District Libraries Foundation; and
- 3) Directed staff to facilitate a new agreement between those parties in order to complete the Project.

At the November 5, 2013 Council meeting, Council approved the new MOU between the Trust, the Lompoc District Libraries Foundation and the Friends of the Lompoc Public Library System, and the City of Lompoc. The signing of the new MOU allowed Library staff to move forward with the design of the bookmobile.

Discussion:

Library staff selected Specialty Vehicle Services, LLC (SVS) as the consulting agent for the bookmobile, with the assistance of the Purchasing and Materials Manager in compliance with the City's purchasing requirements. SVS assisted staff with drafting vehicle specifications, including layout and floor plan of the bookmobile. These specifications were submitted to the City Purchasing department in June 2014, which prepared requisition documents and conducted the requisition process.

The Request for Proposal ("RFP") was issued by the City of Lompoc on July 13, 2014 to multiple potential vendors in an effort to determine responsive and capable manufacturers for the bookmobile. The Office of the City Clerk was available to receive bids until 2:00 p.m., Thursday, August 28, 2014, at which time five bids were publicly opened and read. The base bids received ranged from \$249,093 to \$302,444 (base bids do not include additive options identified in the RFP). The construction/assembly cost estimate prepared during design by SVS for the base bid was \$250,000. The five proposals received are listed as follows:

Vendor	Location	Base Cost	Total w/ options and tax
Summit Bodyworks	Commerce City, CO	\$249,093	\$294,157
Wisconsin LDV, Inc.	Burlington, WI	\$258,402	\$294,636
TriVan Truck Body	Ferndale, WA	\$256,013	\$294,892
Farber Specialty Vehicles	Columbus, OH	\$260,564	\$296,842
Matthews Specialty Vehicles	Greensboro, NC	\$302,444	\$339,638

The proposals were assessed by SVS, the Library Director, City of Lompoc Fleet and Facilities Superintendent, and Library Trustee White for completeness and specification adherence. All proposals were found to be generally responsive. With the exception of TriVan, all of the prospective vendors were known to be reputable manufacturers of bookmobiles and other specialized vehicles. Staff reviewed and ranked the five proposals received using qualifications-based selection procedures, and has selected LDV located in Burlington, WI as the first-ranked proposing vendor.

LDV is by far the largest of the three lowest bidders with thousands of vehicles constructed, 37 years in business, and a notable focus on step-van based vehicles. The benefit of that extensive experience will likely provide a far superior product that is built for the long haul. Additionally, they have one of the best engineering departments in the entire industry, better ensuring project accuracy, and have even included several additional drawing/service documents in their package for any future diagnostics. They responded well to the RFP, and have built many near-identical units for other libraries.

Fiscal Impact:

As mentioned in the background section above, the Project has been under consideration since the end of 2005. The FY 2013-15 Budget includes approved appropriations in a number of funds for the completion of the Project. In addition, while not budgeted, CDBG Program Income of \$250,000 is “earmarked” for the Project. After the adoption of the FY 2013-15 Budget, the Library Foundation contributed \$285,015.18 to the City for the benefit of the Project as well. The \$285,015.18 is currently not budgeted as an appropriation. Appropriations include funds from the Library Impact Fee fund in the amount of \$227,000 and \$110,000 in the Project capital development fund. The appropriation in the Library Impact Fund anticipated the collection of \$101,686 of development impact fees during the FY 2013-15 Budget cycle. Through November 21, 2014, \$49,069 of development impact fees have been collected, reducing the available funding from the Library Impact Fee fund from \$227,000 to \$174,383 at November 21, 2014. Total available resources for the Project, based on

the information above, is \$819,398, as identified in Table 1 – Project Funding Summary, below:

Table 1 – Project Funding Summary		
Source	Fund	Amount
Planning and design funds received from Benton Trust and Lompoc District Libraries Foundation	Fund 89 – Children’s Library Capital Project Fund	\$133,491
Lompoc District Foundation donation of 8-23-2013	Fund 89 – Children’s Library Capital Project Fund	\$285,015
Library Impact Fees	Fund 84	\$174,383
CDBG commitment	Fund 43 – Program Income	\$250,000
	Available Total	\$842,889

The bookmobile (one of the components of the Project) is proposed to be funded using \$294,636 of the available funds restricted for the Project, as shown in Table 1 –Project Funding Summary, above.

Funding for the bookmobile, along with recommended Budget Adjustments or Supplemental Appropriations are as follows:

Table 2 - Budget Adjustments and Supplemental Appropriations			
	Account No.	Account Name	Amount
From	84000-71097	Bookmobile Project	\$52,617
	89-34099	Charlotte’s Web – Fund Balance	\$249,636
To	84-34099	Library Impact Fees – Fund Balance	\$52,617
	89000-71097	Bookmobile Project	\$249,636

The resulting appropriations for the bookmobile component of the Project due to the above Budget Adjustments and Supplemental Appropriations is \$319,636. The resulting appropriations also provide for funding to the storage facility at Lompoc Unified School District facilities, which is progressing along and will likely not need to have Council approval due to the dollar amount of the improvements. Identified funding for the remainder of the Project is approximately \$483,253, pending any additional revenues such as additional Library Impact Fees.

As outlined in Sections 8 and 9 of the current MOU, the funding of the bookmobile will utilize resources outside of the General Fund as identified above, including monies received from the Lompoc District Libraries Foundation and the Trust. The ongoing operation and maintenance of the bookmobile will be paid by the Trust until such time the Trust is exhausted, estimated to be between 10-20 years from the start of operations.

Conclusion:

Staff recommends Council award the project and approve the necessary budgetary adjustments to move forward with all projects related to Charlotte's Web Bookmobile.

Respectfully submitted,

Jessica Cadiante, Library Director

APPROVED FOR SUBMITTAL TO THE CITY COUNCIL:

Patrick Wiemiller, City Administrator