



STAFF REPORT

DATE: 03/19/2025
TO: Honorable Mayor and City Council Members
FROM: Public Works Department

2025-112

REQUEST FOR CITY COUNCIL ACTION

SUBJECT:

MAINTENANCE/GENERAL SERVICES AGREEMENT WITH INNOVATIVE DESIGN AND SHEET METAL PRODUCTS, INC., (DBA INNOVATIVE EMERGENCY EQUIPMENT) FOR UPFITTING OF POLICE VEHICLES AND AS-NEEDED FOR OTHER DEPARTMENT'S VEHICLES

EXECUTIVE SUMMARY:

This staff report asks the City Council to approve the Maintenance/General Services Agreement with Innovative Design and Sheet Metal Products, Inc., (DBA Innovative Emergency Equipment) for the upfitting of police vehicles and for other department's vehicles as-needed.

RECOMMENDED ACTION:

That the City Council:

- a. Approve the Maintenance/General Services Agreement with Innovative Design and Sheet Metal Products, Inc., (DBA Innovative Emergency Equipment).
- b. Authorize the City Manager, or his designee, to execute the Maintenance/General Services Agreement with Innovative Design and Sheet Metal Products, Inc. (DBA Innovative Emergency Equipment) for \$650,000 per fiscal year for the initial contract term ending September 30, 2029.

- c. Authorize the City Manager, or his designee, to negotiate and execute any non-substantive extensions, change orders, and amendments up to 10% or \$65,000 as authorized in Corona Municipal Code Section [3.08.060\(J\)](#).
- d. Make a determination under Corona Municipal Code Section [3.08.140\(C\)](#) that competitive bidding has been satisfied for this purchase based upon the reasons provided in this agenda report.
- e. Authorize the City Manager, or his designee, to issue a purchase order for Innovative Emergency Equipment for \$650,000 per fiscal year through September 30, 2029.

BACKGROUND & HISTORY:

The City has many vehicles within the fleet that require specialized equipment, such as utility trucks, fire vehicles, and police vehicles. Generally, public safety vehicles require upfitting to ensure that the vehicles are properly equipped. Specifically, the police department uses various vehicle types, including marked black-and-white units, unmarked enforcement units, and unmarked investigative cars. These vehicles are outfitted with specialized equipment that police officers need to perform their duties safely.

ANALYSIS:

The City has been using Innovative Emergency Equipment for vehicle upfitting services since 2020 and finds the service provided satisfactorily. Their services were secured via a cooperative purchasing process conducted by the County of Riverside. The prior procurement expired, prompting Riverside County Purchasing, on behalf of Riverside County Sheriff's Office, to issue a new Request for Quotation (RFQ) # SHARC-539 for Specialty Vehicle Equipment, Removal, and Installation Services on July 19, 2024. The bid was advertised on PublicPurchase.com. The bid notification was sent to twenty-seven (27) bidders; sixteen (16) of them downloaded the bid, and five (5) of them submitted a cost proposal. All five (5) bids were evaluated and were determined to meet the criteria for each vehicle upfit scope requirement. Riverside County awarded Innovative Design and Sheet Metal Products, Inc. (DBA Innovative Emergency Equipment) a contract on January 7, 2025.

Pursuant to the Corona Municipal Code, Chapter 3.08, the City may enter into an agreement using Riverside County Purchasing's procurement process with Innovating Emergency Equipment. The City of Corona Purchasing Division determined that the County of Riverside Purchasing and Fleet Services RFQ# SHARC-539 met the City's bidding requirements. City staff recommends approval of the RFQ# SHARC-539, which met the City's bidding requirements, and City staff recommends approval of the recommended actions as the items had been competitively bid.

The proposed agreement includes a scope of work for installing lights, sirens, computer brackets, Axon in-car video recording hardware, prisoner transportation areas, storage boxes, and firearms locking systems. Each police vehicle upfit is approximately \$30,000.

The proposed annual amount of \$650,000 would support upfitting up to 21 vehicles. Additionally, the agreement allows for equipping other city vehicles as necessary.

BASIS FOR DETERMINATION OF COMPETITIVE BIDDING:

Staff believes that competitive bidding has already been completed for this purchase pursuant to Corona Municipal Code (“CMC”) Section [3.08.140\(C\)](#), which states as follows:

“Competitive bidding already completed. When the purchasing agent and the authorized contracting party, with the approval of the City Manager, determine that:

(1) Another public agency has conducted a competitive bid procedure including, but not limited to, another local agency, the state through the California Multiple Award Schedule (CMAS), the federal government through the General Services Administration (GSA), the U.S. Communities Government Purchasing Alliance, or the Western States Contracting Alliance (WSCA); and

(2) The price to the City is equal to or better than the price to that public agency.”

Staff believes awarding this contract is in the City's best interest because the City receives competitive pricing consistent with Riverside County's contract, and there would be no competitive advantage gained from conducting an in-house bid.

FINANCIAL IMPACT:

Funding for the recommended actions is available in the Vehicle Procurement Operating and Maintenance Project No. 6834 within the Fleet Replacement Fund 684.

ENVIRONMENTAL ANALYSIS:

This action is exempt pursuant to Section 15061(b)(3) of the Guidelines for the California Environmental Quality Act (CEQA), which states that a project is exempt from CEQA if the activity is covered by the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. This action merely approves the purchase of vehicles, and there is no possibility that these actions will have a significant effect on the environment. Therefore, no environmental analysis is required.

PREPARED BY: MICHAEL GRIESINGER, FLEET MANAGER

REVIEWED BY: SAVAT KHAMPHOU, PUBLIC WORKS DIRECTOR

ATTACHMENTS:

1. Exhibit 1 – Maintenance/General Services Agreement