

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY
AND RECORD OF ACTION**

May 23, 2023

FROM

LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office

SUBJECT

Purchase of Unbudgeted Fixed Asset

RECOMMENDATION(S)

1. Authorize the purchase of one 2024 Chevrolet Express Cargo Van in the amount of \$56,147, as an unbudgeted fixed asset to support the County Communications Group.
 2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post budget adjustments, as indicated in the Financial Impact section, to the County Communications Group 2022-23 budget to purchase the unbudgeted fixed asset (Four votes required).
- (Presenter: Martha Guzman-Hurtado, Chief Communications Officer, 387-4193)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The County Communications Group will fund the Cargo Van with a budget adjustment in the amount of \$56,147 from savings in services and supplies. This item authorizes the Auditor-Controller/Treasurer/Tax Collector to post adjustments to County Communications Group's 2022-23 budget as follows:

Fund Center	Commitment/GL Account	Description	Action	Amount
1370001000	52002355	Advertising	Decrease	\$56,147
1370001000	54504050	Vehicles	Increase	\$56,147

BACKGROUND INFORMATION

Approval of this item allows County Communications Group to purchase one 2024 Chevrolet Express Cargo Van. The County Communications Group has significantly increased its video production and marketing services. The recent expansion of video services and the increase in Countywide events has led to the need to purchase a Cargo Van to transport various multimedia equipment to and from different event/production locations. There has been an increased demand on County Communications Group staff to drive their personal vehicles to and from events, which increases liability risks should there ever be an accident, and the cost of personal vehicle mileage reimbursement for the department is increasing.

PROCUREMENT

Purchase of Unbudgeted Fixed Asset
May 23, 2023

Bid No. VHS123-CFMAI-4979 was released through the County's Electronic Procurement (ePro) network on April 27, 2023. The intent of the Bid was to seek proposals from qualified vendors for a cargo van. The following proposals were received in response to the Bid:

Agency	Location
UAG Cerritos 1, LLC	City of Industry, CA
Austin Logistic, LLC	Detroit, MI

All proposals were evaluated based on the Bid requirements and cost. After evaluation of the proposals received, it was determined that UAG Cerritos 1, LLC met the Bid requirements at a lower cost.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel) on May 11, 2023; Auditor-Controller/Treasurer/Tax Collector (Vanessa Doyle, Deputy Chief Controller, 382-3193) on May 11, 2023; Purchasing (Michelle Churchill, Supervising Buyer, 387-2070) on May 11, 2023; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on May 11, 2023; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 11, 2023.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman
Ayes: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 23, 2023



cc: File - Administrative Office
jm 05/24/2023