



Agenda Date: 10/3/2006  
Agenda Placement: 6K

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Shelli Brobst for Randy Snowden - Director  
Health & Human Services  
**REPORT BY:** Shelli Brobst, Contracts Analyst, 253-4720  
**SUBJECT:** Purchase of Fixed Assets (Trailers) for the Public Health Department

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### **RECOMMENDATION**

Director of Health and Human Services requests approval of the following actions regarding the purchase of two 7' x 14' trailers for use in the event of bioterrorism incidents or other public health emergencies:

1. Budget Transfer No. 14 transferring \$12,539 from Special Department Expense to Equipment in the Public Health budget and establishment of fixed assets in the amount of \$12,539; (4/5 vote required) and
2. A waiver of competitive bid requirements and sole source award for the purchase of the two trailers from Martin Ranch Supply from Rohnert Park, California for a total of \$12,539 pursuant to County Ordinance Code 2.36.090.

### **EXECUTIVE SUMMARY**

The Napa County Health and Human Services Agency, Public Health Division, received two emergency preparedness grants from the California Department of Health Services to prepare for bioterrorism events or other public health emergencies. Approval of the requested actions will permit the purchase of two 7' x 14' trailers to be used by Clinic Ole and Napa County Health and Human Services Agency to store and transport supplies throughout the County. Board approval of a budget transfer to create the fixed assets and a waiver of competitive bidding requirements is required for this sole source purchase.

### **FISCAL IMPACT**

|                                   |               |
|-----------------------------------|---------------|
| Is there a Fiscal Impact?         | Yes           |
| Is it currently budgeted?         | Yes           |
| Where is it budgeted?             | Public Health |
| Is it Mandatory or Discretionary? | Discretionary |

|                               |  |
|-------------------------------|--|
| Discretionary Justification:  | The requested actions are discretionary in that there is no mandate to spend preparedness funds for this specific purpose. HRSA and the CDC provide funding to local jurisdictions to purchase material, supplies and equipment which can be used in the event of an emergency. Without these funds the County, as well as local hospitals and clinics, would need to either provide their own funds to purchase these goods or not purchase them. The purchase of the trailers helps Napa County meet the preparedness standards, goals, and benchmarks set by Napa County in the State approved funding allocations. |
| Is the general fund affected? | No   |
| Future fiscal impact:         | None. This is a one-time expenditure.  |
| Consequences if not approved: | If these actions are not approved, Napa County will not purchase the equipment needed to meet the benchmarks and goals of both grants. Failure to meet these may result in a reduction of funding in future grant years.   |
| Additional Information:       | Funds to purchase these trailers are currently included in the Public Health Division's approved budget, in the Special Departmental Expense: Other account line. If approved, Budget Transfer No. 14 will enable the transfer of the corresponding funds to the Equipment line for the purchase of the fixed assets.  |

## **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

Napa County periodically receives grants from the federal Health Resources and Services Administration (HRSA) and the Centers for Disease Control and Prevention (CDC) as pass-through funds from the California Department of Health Services. HRSA funds are intended to assist local health care agencies in purchasing materials, supplies and equipment to be used in the event of the occurrence of bioterrorism or other public health emergency. Materials, supplies and equipment are to be purchased for local hospitals, clinics and ambulance service companies. Napa County is the fiscal agent responsible for purchasing and distributing the requested equipment.

The HRSA grant and contract include funds for the purchase of a 7' x 14' trailer for Clinic Ole to transport emergency medical supplies throughout the County, should the need arise. The purchase of the trailer includes specific accessories as well as the appropriate registration through the Department of Motor Vehicles (DMV).

The CDC funds are intended to upgrade local public health preparedness for a bioterrorism event or other public health threats and emergencies. The CDC grant also includes funds for the purchase of a 7' x 14' trailer for the Health and Human Services Agency to transport Emergency Command Center equipment and supplies to another County location should the Command Center facility at the Health and Human Services Agency become damaged or inaccessible. The purchase of the trailer includes specific accessories as well as the appropriate registration through the DMV.

Staff requests a waiver of competitive bidding requirements and authorization to sole-source the purchase of the trailers from Martin Ranch Supply. Competitive bidding for the purchase of similar equipment was obtained by staff during Fiscal Year 2005-2006. Though all three vendors had similar pricing, Martin Ranch Supply was selected as they offered a discount on the purchase of multiple items and free delivery.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Lorenzo Zialcita