



Council Business Meeting

September 19, 2023

	Emergency Procurement of Fire and Rescue Ambulance	
From	Ralph Sartain	Fire Chief
Contact	Ralph.sartain@ashland.or.us	
Item Type	Requested by Council <input type="checkbox"/> Update <input type="checkbox"/> Request for Direction <input type="checkbox"/> Presentation <input type="checkbox"/>	

SUMMARY

In the adopted budget we were authorized to purchase two ambulances. The single role has gone into service and the ambulance we had hoped would be able to work while we were waiting for full processing is already suffering mechanical issues including breaking down while responding to a call. Fire and Rescue searched for and located an ambulance under construction that can be delivered to us in under 90 days verses having to wait 18 months. Due to the urgent need to replace an aging ambulance, staff has used the Emergency Procurement process to secure the availability of a replacement ambulance. We have secured the ambulance and now need to have approval from Council to spend the money already appropriated in the 2023-2025 BN Budget.

POLICIES, PLANS & GOALS SUPPORTED

Implementation of single role ambulance service.

BACKGROUND AND ADDITIONAL INFORMATION

None

FISCAL IMPACTS

Budgeted \$213,209 for ambulance replacement.

DISCUSSION QUESTIONS

None

SUGGESTED NEXT STEPS

I move to sign the contract for the procurement of the budgeted ambulance from Braun NW Inc, Chehalis WA..

REFERENCES & ATTACHMENTS

Form 13 Emergency Procurement

Purchase Order 20240105

Form 3

Braun Demonstrator Proposal

Misc Emails for purchase



EMERGENCY PROCUREMENT
Greater than \$5,000

To: Joseph L. Lessard, City Manager

From: Ralph Sartain, Fire Chief

Date: 08-22-2023

Re: Emergency Procurement – Written Findings and Request for Authorization

Document the emergency:

Due to supply change shortages and extended build times, ambulance production times are out to and over eighteen months. We were informed that the ambulances we had ordered for our single-role position could not be licensed as they had yet to go through SHS Compliance tests. Our first out single-role ambulance has 180,000 miles on it, and in week two broke the turbo and was taken out of service, leaving us with an ambulance that has 158,000 miles as the reserve.

We researched for ambulances available for immediate delivery and were able to locate an ambulance on the assembly line at Braun NW that we could take possession of in the next 90 days. We cannot change the unit's color or box configuration because the Ambulance is already on the assembly line. We will be able to modify a few exterior lights as well as the pin striping to more closely match the rest of our fleet.

We are able to secure this ambulance and order a Sprinter van style and remain relatively close to the budgeted amount for the ambulance replacements in this budget. The ambulance will be off of the assembly line and in service before the end of the year versus in excess of eighteen months from now.

Document solicitation process:

We called reputable ambulance distributors looking for a Type 1 ambulance that could be delivered off the line within the next 90-days and still be able to purchase a Sprinter van and remain at or as close to the appropriated budget amounts.

Purchasing the ambulance from Braun is a direct purchase savings, was \$75,000 under the nearest competitor and was the only company that had one on the assembly line we could purchase. Ashland Fire has had previous direct buy purchase from Braun and had a favorable relationship with the company.

As the Ambulance purchase was approved in the budget process from City Council and the Citizens Budget Committee, this does not need to go back before council. This document is for the purposes of notifying the City Manager that we were not going out to bid for the purchase, and the reasons why we did not.

Amount of Emergency Contract: \$ 213,209.00 MB

Written Order

Emergency Procurement is being authorized by the City Manager as specified by this written order.

Authorized by: _____
Joseph L. Lessard, City Manager

Date: _____

Report Emergency Procurement to the City Council: Yes / No

Note: Emergency Procurements equal to or greater than \$100,000 for Goods and Services and equal to or greater than \$75,000 for Personal Services will require Council approval. *Direct awards greater than \$5,000 require Council approval.*

Funds appropriated for emergency procurement: YES / NO

Authorized by: M. Berry
Finance Director (Equal to or greater than \$5,000)

Date: 8/29/23



Purchase Order

Fiscal Year 2024

Page: 1 of: 1

B
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City of Ashland
ATTN: Accounts Payable
20 E. Main
Ashland, OR 97520
Phone: 541/552-2010
Email: payable@ashland.or.us

THIS PO NUMBER MUST APPEAR ON ALL
INVOICES, AND SHIPPING DOCUMENTS.

Purchase Order # **20240105**

V
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BRAUN NORTHWEST INC
PO BOX 1204
CHEHALIS, WA 98532

S
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C/O Fire and Rescue Department
455 Siskiyou Blvd
Ashland, OR 97520
Phone: 541/482-2770
Fax: 541/488-5318

Vendor Phone Number		Vendor Fax Number		Requisition Number		Delivery Reference	
						Ralph Sartain	
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location		
08/28/2023	8025		FOB ASHLAND OR/NET30		City Accounts Payable		
Item#	Description/PartNo			QTY	UOM	Unit Price	Extended Price
1	2023 NorthStar Type1 Ambulance 2023 North Star Type 1 Ambulance Department: Fire Vehicle #1329 (Replacing Vehicle #845) EMERGENCY PROCUREMENT Per attached written findings (Form #13) Project Account: ***** GL SUMMARY ***** 081000 - 703000			1.0	EACH	\$213,000.00	\$213,000.00
							\$213,000.00

By: mberry
Authorized Signature

Date: 8/29/23

PO Total	\$213,000.00
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Requested W9 8/23

FORM #3

CITY OF ASHLAND

A request for a Purchase Order REQUISITION

PO 20240105

Date of request: 08/22/2023 Required date for delivery:

Vendor Name: BRAUN NW INC Address, City, State, Zip: 150 NORTH STAR DRIVE, CHEHALIS, WA 98532 Contact Name & Telephone Number: TAMI MCCALLUM, VP OF SALES 360-748-0195, 800-245-6303 Email address:

SOURCING METHOD

Grid of sourcing method options including Exempt from Competitive Bidding, Invitation to Bid, Emergency, Small Procurement, Request for Proposal, Request for Qualifications, Intermediate Procurement, Sole Source, and Special Procurement.

Description of SERVICES

Table with 2 columns: Description of SERVICES, TOTAL COST. Total cost is \$213,209.00.

Table with 5 columns: Item #, Quantity, Unit, Description of MATERIALS, Unit Price, Total Cost. Item 1: 2023 NORTH STAR TYPE 1 AMBULANCE.

Per attached quote/proposal TOTAL COST \$213,209.00

Project Number Account Number 061000703000 per email

*Expenditure must be charged to the appropriate account numbers for the financials to accurately reflect the actual expenditures.

IT Director in collaboration with department to approve all hardware and software purchases: IT Director Date Support -Yes / No

By signing this requisition form, I certify that the City's public contracting requirements have been satisfied.

Employee: Department Head: Ralph Sartain (Equal to or greater than \$5,000)

Department Manager/Supervisor: City Manager: (Greater than \$35,000)

Funds appropriated for current fiscal year: YES/NO Finance Director: M. Berry (Equal to or greater than \$5,000) Date: 8/29/23

Comments:

Kariann Olson

From: Ralph Sartain
Sent: Thursday, August 31, 2023 3:21 PM
To: Kariann Olson; Cathy Crocker
Subject: RE: Ambulance #s

No I do not need it the shops told lance they need a project number, so Lance told me and I asked you too. Nothing needs to goto Braun at this time. Thank you

Ralph Sartain MO, IAAI-CFI, NAFI-CFEI
Fire Chief
Ashland Fire & Rescue
455 Siskiyou Boulevard
Ashland, OR 97520

ralph.sartain@ashland.or.us
Office: 541-552-2229
Cell: 541-301-8872
Fax: 541-488-5318



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From: Kariann Olson <kari.olson@ashland.or.us>
Sent: Thursday, August 31, 2023 3:19 PM
To: Ralph Sartain <ralph.sartain@ashland.or.us>; Cathy Crocker <cathy.crocker@ashland.or.us>
Cc: Kariann Olson <kari.olson@ashland.or.us>
Subject: RE: Ambulance #s

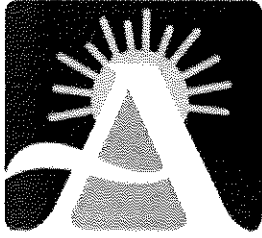
Hello,
Here is a copy of the PO for the new ambulance. I do not have a project #, maybe Cathy has a project #.

If you need/want the PO scanned/emailed to Braun, please let me know.

Joe still needs to sign the written findings for the Emergency Procurement.

Thank you.
Kariann

Kariann (Kari) Olson, Purchasing Specialist



Better Together

**City of Ashland
Purchasing Office**

90 North Mountain Avenue, Ashland, Oregon 97520
541.488.5354 | TTY 800.735.2900
Kari.olson@ashland.or.us

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From: Ralph Sartain <ralph.sartain@ashland.or.us>
Sent: Thursday, August 31, 2023 2:18 PM
To: Cathy Crocker <cathy.crocker@ashland.or.us>; Kariann Olson <kari.olson@ashland.or.us>
Subject: RE: Ambulance #s

Can I please get the project number for this. Thank you

Ralph Sartain MO, IAAI-CFI, NAFI-CFEI
Fire Chief
Ashland Fire & Rescue
455 Siskiyou Boulevard
Ashland, OR 97520

ralph.sartain@ashland.or.us
Office: 541-552-2229
Cell: 541-301-8872
Fax: 541-488-5318



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From: Cathy Crocker <cathy.crocker@ashland.or.us>
Sent: Tuesday, August 22, 2023 4:06 PM
To: Kariann Olson <kari.olson@ashland.or.us>

Cc: Cathy Crocker <cathy.crocker@ashland.or.us>; Ralph Sartain <ralph.sartain@ashland.or.us>

Subject: Ambulance #s

Ok, the new ambulance will be vehicle #1329 and is replacing vehicle # 845.

-CC

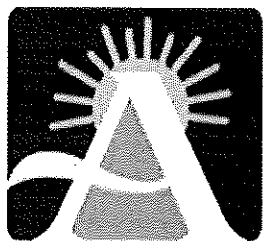
Cathy Crocker, Fleet & Facilities Assistant

Public Works Department

cathy.crocker@ashland.or.us

541.552.2359

City of Ashland



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BRAUN-NW inc.

150 North Star Drive / PO Box 1204 / Chehalis, WA 98532 / 360.748.0195 / 800.245.6303 / fax 360.748.0256

DEMONSTRATOR PROPOSAL

August 22nd, 2023

Ashland Fire & Rescue
Attn: Ralph Sartain
455 Siskiyou Boulevard
Ashland, Oregon 97520
ralph.sartain@ashland.or.us

RE: One (1) 2023 North Star Type I Ambulance Demonstrators #3942-1

Braun Northwest is pleased to offer the following proposal:

One (1) 2023 North Star Type I Ambulance Demonstrators #3942-1 on a 2023 RAM 3500 4x4 ambulance prep diesel chassis per enclosed specifications dated 7/14/2023 and drawings dated 3/8/2023.

Total Price for Demo #3942-1 F.O.B. Chehalis, WA \$213,209.00
Sales tax not included

MB 8/22/23

F.O.B.: Chehalis, Washington

Delivery: **October-December 2023, based upon current manufacturing plan. Please note this date can change based upon changes to production and chassis arrival.*

Terms: Ninety percent (90%) payment due upon receipt of vehicle. Balance due in thirty (30) days.

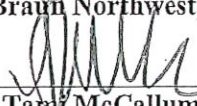
**Note: Vehicle offered on first come first served basis and is being offered to other agencies.*

(Note: This bid is contingent on use of customer's Government Ford Fleet Identification Number.) Failure to secure a FIN will increase the price by the amount of the GPC chassis discount.

Braun Northwest, Inc. is an Oregon dealer (#8475873) with insurance information available upon request.

Respectfully Submitted by:
Braun Northwest, Inc.

We agree to accept the above proposal:
Ashland Fire & Rescue



Tammi McCallum, V.P. of Sales

 8/22/23

Signature Date

Date: 8/22/2023

Joseph L. Lassard, City Manager

Printed Name Title

TM
cc DW
Enclosures: Specifications, drawings.



EMERGENCY VEHICLES

www.braunnw.com

Kariann Olson

From: Ralph Sartain
Sent: Tuesday, August 22, 2023 5:03 PM
To: Kariann Olson
Cc: Ralph Sartain; Cathy Crocker
Subject: RE: Form #3 Requisition
Attachments: Form 3 Requisition.pdf; Form #13 - Emergency Procurement - Written Findings and Request for Approval.pdf; Ambulance Order.pdf

Kariann,

Please find the signed form 3, as well as the form 13. As far as accounts, I do not have an idea of what account number this is from. What ever account fleet assigned the money too for purchases this will come from that as it has already been approved in the budget process. Let me know if you have any questions.

Thank you

Ralph Sartain MO, IAAI-CFI, NAFI-CFEI
Fire Chief
Ashland Fire & Rescue
455 Siskiyou Boulevard
Ashland, OR 97520

ralph.sartain@ashland.or.us

Office: 541-552-2229

Cell: 541-301-8872

Fax: 541-488-5318



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From: Kariann Olson <kari.olson@ashland.or.us>
Sent: Tuesday, August 22, 2023 4:33 PM
To: Ralph Sartain <ralph.sartain@ashland.or.us>
Cc: Kariann Olson <kari.olson@ashland.or.us>
Subject: Form #3 Requisition

Hello Ralph,
Can you please add the account number and your signature and then return it to me.

Mariane and Joe can sign the form when I take the PO down to City Hall for Mariane to sign.

Thank you.

Kariann (Kari) Olson, Purchasing Specialist



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City of Ashland

Purchasing Office

90 North Mountain Avenue, Ashland, Oregon 97520

541.488.5354 | TTY 800.735.2900

[Kari.olson@ashland.or.us](mailto:kari.olson@ashland.or.us)

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From: Kariann Olson <kari.olson@ashland.or.us>

Sent: Tuesday, August 22, 2023 3:38 PM

To: Ralph Sartain <ralph.sartain@ashland.or.us>

Cc: Kariann Olson <kari.olson@ashland.or.us>

Subject: Form #13 Emergency Procurement

Kariann (Kari) Olson, Purchasing Specialist



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City of Ashland

Purchasing Office

90 North Mountain Avenue, Ashland, Oregon 97520

541.488.5354 | TTY 800.735.2900

[Kari.olson@ashland.or.us](mailto:kari.olson@ashland.or.us)

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Kariann Olson

From: Cathy Crocker
Sent: Tuesday, August 22, 2023 4:06 PM
To: Kariann Olson
Cc: Cathy Crocker; Ralph Sartain
Subject: Ambulance #s

Ok, the new ambulance will be vehicle #1329 and is replacing vehicle # 845.
-CC

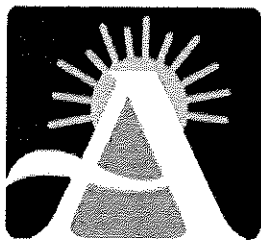
Cathy Crocker, Fleet & Facilities Assistant

Public Works Department

cathy.crocker@ashland.or.us

541.552.2359

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Kariann Olson

From: Mariane Berry
Sent: Wednesday, August 23, 2023 10:48 AM
To: Marshall Rasor; Emily Matlock
Cc: Kariann Olson
Subject: FW: A/C #

Hi Marshall/Emily –

Do you know the answer to below for that ambulance purchase? Does that normally get put to the Equipment Fund account 081000.703000??

Thanks,
Mariane

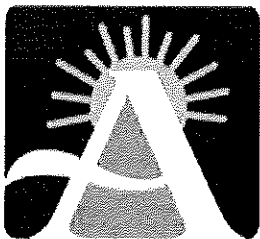
From: Kariann Olson <kari.olson@ashland.or.us>
Sent: Wednesday, August 23, 2023 10:27 AM
To: Mariane Berry <mariane.berry@ashland.or.us>
Cc: Kariann Olson <kari.olson@ashland.or.us>
Subject: A/C #

Hello Mariane,
Ralph purchased an ambulance and he brought me the paperwork to issue a PO. Since Wes is gone and Mike is out of the office this week, do you have an account number for the ambulance purchase?

Please advise.

Thank you.
Kariann

Kariann (Kari) Olson, Purchasing Specialist



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Purchasing Office**

90 North Mountain Avenue, Ashland, Oregon 97520

541.488.5354 | TTY 800.735.2900

[Kari.olson@ashland.or.us](mailto:kari.olson@ashland.or.us)

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Kariann Olson

From: Emily Matlock
Sent: Wednesday, August 23, 2023 11:01 AM
To: Mariane Berry; Marshall Rasor
Cc: Kariann Olson
Subject: RE: A/C #

Hi Mariane,

This was part of the budget process and isn't to come out of fire funds so I am not exactly sure which a/c # is correct. From what I recall, it is the city equipment replacement fund, which may be the number you listed below?

Thank you,
Emily Matlock
Senior Fire Department Analyst
Ashland Fire & Rescue
455 Siskiyou Boulevard
Ashland, OR 97520



emily.matlock@ashland.or.us
Office: 541-482-2770
Direct: 541-552-2216
TTY: 1-800-735-2900
Fax: 541-488-5318

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From: Mariane Berry <mariane.berry@ashland.or.us>
Sent: Wednesday, August 23, 2023 10:48 AM
To: Marshall Rasor <marshall.rasor@ashland.or.us>; Emily Matlock <emily.matlock@ashland.or.us>
Cc: Kariann Olson <kari.olson@ashland.or.us>
Subject: FW: A/C #

Hi Marshall/Emily –

Do you know the answer to below for that ambulance purchase? Does that normally get put to the Equipment Fund account 081000.703000??

Thanks,
Mariane

From: Kariann Olson <kari.olson@ashland.or.us>
Sent: Wednesday, August 23, 2023 10:27 AM

To: Mariane Berry <mariane.berry@ashland.or.us>

Cc: Kariann Olson <kari.olson@ashland.or.us>

Subject: A/C #

Hello Mariane,

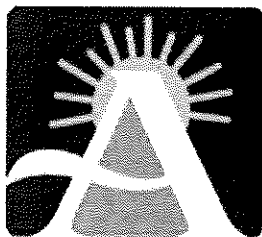
Ralph purchased an ambulance and he brought me the paperwork to issue a PO. Since Wes is gone and Mike is out of the office this week, do you have an account number for the ambulance purchase?

Please advise.

Thank you.

Kariann

Kariann (Kari) Olson, Purchasing Specialist



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Purchasing Office

90 North Mountain Avenue, Ashland, Oregon 97520

541.488.5354 | TTY 800.735.2900

Kari.olson@ashland.or.us

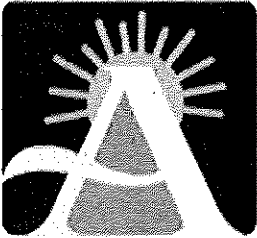
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Kariann Olson

From: Accounts Payable
Sent: Monday, August 28, 2023 10:23 AM
To: Kariann Olson
Subject: RE: W9 Braun NW

Vendor 8025- Braun Northwest, Inc is ready for use.

Heather Rodriguez, Accounts Payable



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City of Ashland

Finance Department

20 E Main St, Ashland, Oregon 97520

(541)552-2010 | TTY 800.735.2900

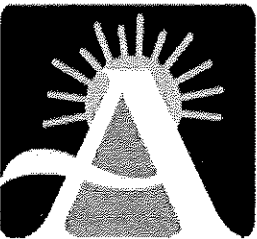
Heather.Rodriguez@ashland.or.us

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From: Heather Rodriguez <heather.rodriguez@ashland.or.us>
Sent: Wednesday, August 23, 2023 11:22 AM
To: Accounts Payable <payable@ashland.or.us>
Subject: FW: W9 Braun NW

Heather Rodriguez, Accounts Payable



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City of Ashland

Finance Department

20 E Main St, Ashland, Oregon 97520
(541)552-2010 | TTY 800.735.2900
Heather.Rodriguez@ashland.or.us

Online ashland.or.us; social media (Facebook @CityOfAshlandOregon | Twitter @CityofAshland)

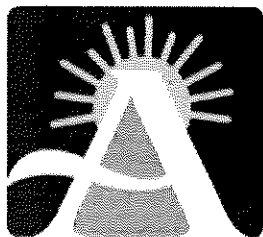
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From: Kariann Olson <kari.olson@ashland.or.us>
Sent: Wednesday, August 23, 2023 10:52 AM
To: Heather Rodriguez <heather.rodriguez@ashland.or.us>
Cc: Kariann Olson <kari.olson@ashland.or.us>
Subject: W9 Braun NW

Hello Heather,
W9 for ambulance purchase. Monday will be fine when Bryn returns to the office.

Thank you.

Kariann (Kari) Olson, Purchasing Specialist



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**City of Ashland
Purchasing Office**

90 North Mountain Avenue, Ashland, Oregon 97520
541.488.5354 | TTY 800.735.2900
Kari.olson@ashland.or.us

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From: Melaina Witchey <MelainaWitchey@braunnorthwest.com>
Sent: Wednesday, August 23, 2023 10:43 AM
To: Kariann Olson <kari.olson@ashland.or.us>
Subject: W9

[EXTERNAL SENDER]

Good morning

Please find requested W9 for Braun Northwest.

Thank you.

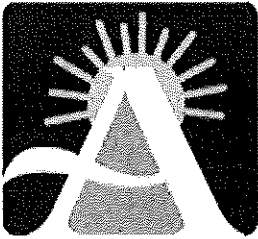
Kariann Olson

From: Kariann Olson
Sent: Wednesday, August 23, 2023 10:52 AM
To: Heather Rodriguez
Cc: Kariann Olson
Subject: W9 Braun NW
Attachments: donotreply@braunnorthwest.com_20230823_104103.pdf

Hello Heather,
W9 for ambulance purchase. Monday will be fine when Bryn returns to the office.

Thank you.

Kariann (Kari) Olson, Purchasing Specialist



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**City of Ashland
Purchasing Office**

90 North Mountain Avenue, Ashland, Oregon 97520
541.488.5354 | TTY 800.735.2900
Kari.olson@ashland.or.us

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From: Melaina Witchey <MelainaWitchey@braunnorthwest.com>
Sent: Wednesday, August 23, 2023 10:43 AM
To: Kariann Olson <kari.olson@ashland.or.us>
Subject: W9

[EXTERNAL SENDER]
Good morning

Please find requested W9 for Braun Northwest.

Thank you.

*Melaina Witchey
Braun Northwest, Inc.
Accounts Receivable
360-748-0195*

Kariann Olson

From: Bryn Morrison
Sent: Tuesday, August 29, 2023 12:23 PM
To: Mariane Berry
Cc: Kariann Olson; Emily Matlock; Marshall Rasor
Subject: RE: A/C #

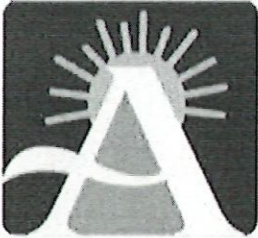
Hi,

You are correct 081000.703000.

Thank you

Bryn Morrison, Deputy Finance Director

Pronouns She/her/hers



Better Together

City of Ashland

Finance Department

20 East Main St, Ashland, Oregon 97520

541.552.2002 | TTY 800.735.2900

bryn.morrison@ashland.or.us

Online ashland.or.us; social media (Facebook @CityOfAshlandOregon | Twitter @CityofAshland)

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From: Mariane Berry <mariane.berry@ashland.or.us>
Sent: Tuesday, August 29, 2023 12:16 PM
To: Bryn Morrison <bryn.morrison@ashland.or.us>
Cc: Kariann Olson <kari.olson@ashland.or.us>; Emily Matlock <emily.matlock@ashland.or.us>; Marshall Rasor <marshall.rasor@ashland.or.us>
Subject: RE: A/C #

Bryn – please see below. Can you confirm what account # the replacement ambulance purchase comes out of?

Thanks,
Mariane

*PO for
Ambulance*

From: Emily Matlock <emily.matlock@ashland.or.us>
Sent: Wednesday, August 23, 2023 11:01 AM
To: Mariane Berry <mariane.berry@ashland.or.us>; Marshall Rasor <marshall.rasor@ashland.or.us>
Cc: Kariann Olson <kari.olson@ashland.or.us>
Subject: RE: A/C #

Hi Mariane,

This was part of the budget process and isn't to come out of fire funds so I am not exactly sure which a/c # is correct. From what I recall, it is the city equipment replacement fund, which may be the number you listed below?

Thank you,
Emily Matlock
Senior Fire Department Analyst
Ashland Fire & Rescue
455 Siskiyou Boulevard
Ashland, OR 97520



emily.matlock@ashland.or.us
Office: 541-482-2770
Direct: 541-552-2216
TTY: 1-800-735-2900
Fax: 541-488-5318

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From: Mariane Berry <mariane.berry@ashland.or.us>
Sent: Wednesday, August 23, 2023 10:48 AM
To: Marshall Rasor <marshall.rasor@ashland.or.us>; Emily Matlock <emily.matlock@ashland.or.us>
Cc: Kariann Olson <kari.olson@ashland.or.us>
Subject: FW: A/C #

Hi Marshall/Emily –

Do you know the answer to below for that ambulance purchase? Does that normally get put to the Equipment Fund account 081000.703000??

Thanks,
Mariane

From: Kariann Olson <kari.olson@ashland.or.us>
Sent: Wednesday, August 23, 2023 10:27 AM
To: Mariane Berry <mariane.berry@ashland.or.us>

Cc: Kariann Olson <kari.olson@ashland.or.us>

Subject: A/C #

Hello Mariane,

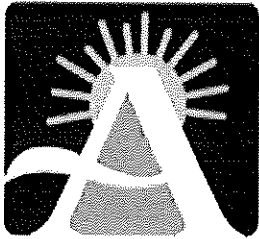
Ralph purchased an ambulance and he brought me the paperwork to issue a PO. Since Wes is gone and Mike is out of the office this week, do you have an account number for the ambulance purchase?

Please advise.

Thank you.

Kariann

Kariann (Kari) Olson, Purchasing Specialist



Better Together

City of Ashland

Purchasing Office

90 North Mountain Avenue, Ashland, Oregon 97520

541.488.5354 | TTY 800.735.2900

Kari.olson@ashland.or.us

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