



CITY OF CARSON
INTEROFFICE MEMORANDUM

TO: DAVID ROBERTS, CITY MANAGER
THROUGH: MIKE WHITTAKER, A/COMMUNITY SERVICES DIRECTOR
FROM: JASON JO, TRANSPORTATION SUPERVISOR
SUBJECT: PURCHASE OF TWO ELECTRIC VEHICLE (EV) MINIBUSES
DATE: MARCH 2, 2022

At the upcoming March 15, 2022 meeting of the City Council, staff will be seeking approval of a purchase order for two EV minibuses. Since the vehicle dealer will not be performing any services for the City, staff is requesting your approval to waive the written contract procedures and utilize the City's standard purchase order agreement in its place.

Section 2605(b)(1)(ii) of the Carson Municipal Code states:

“If the estimated value of an individual purchase is \$25,000 or greater over a fiscal year, then a separate written contract, in a form approved by the City Attorney, shall be required in addition to the purchase order requirement under subsection (a) of this Section. However, the Purchasing Manager has the sole discretion to waive this requirement.”

Approved by:

David Roberts
City Manager

3.2.22
Date

cc: Robert Lennox, Assistant City Manager
Mike Whittaker, A/Community Services Director