



City of Oceanside

300 North Coast Highway,
Oceanside, California 92054

Staff Report

File #: 25-1098

Agenda Date: 12/17/2025

Agenda #: 6.

DATE: December 17, 2025

TO: Honorable Mayor and City Councilmembers

FROM: Public Works Department

TITLE: TWO PURCHASE ORDERS FOR A BOOKMOBILE FOR THE LIBRARY & CULTURAL ARTS DEPARTMENT

RECOMMENDATION

Staff recommends that the City Council approve a purchase order to Olathe Ford, in the amount of \$159,552, for a new vehicle to replace the large Bookmobile for the Library & Cultural Arts Department; approve a purchase order to Workhorse Graphics, in the amount of \$9,999, for a custom full vinyl wrap of the vehicle; and authorize the Financial Services Director, or designee, to execute the purchase orders upon receipt of all supporting documents.

BACKGROUND AND ANALYSIS

Each budget cycle, vehicles that meet their planned service life in years and/or miles, are planned for replacement. Prior to purchasing a replacement vehicle, Fleet and the department using the vehicle determine if the current vehicle type and usage needs are the same, if there is a less expensive alternative, if there is a greener alternative, and if the current vehicle has any useful life to become a Fleet loaner vehicle.

The unit being replaced was purchased in June 2007 and has reached the end of its service life. The Library's Bookmobile, LIB7, is being retired due to ongoing mechanical issues and operational limitations caused by its large size, which restricts its ability to serve certain areas and locations in the community. In addition, LIB7 has reduced fuel efficiency due to age-related wear and no longer meets current standards for emissions and air quality. LIB7 will be replaced with a fully electric Ford E-Transit Van, which offers enhanced and modular upfitting capabilities to better support Library outreach. The van will be smaller and outdoor facing and serve the community more efficiently in its regular weekly stops in parks and neighborhoods, and its broad outreach to school and community events. The transition to an electric vehicle will significantly reduce maintenance requirements, eliminate fuel costs, and eliminate tailpipe emissions. This upgrade also aligns with the State of California's mandate to transition municipal fleets to zero-emission vehicles by 2035.

The replacement Bookmobile is being purchased through a Sourcewell contract agreement with Olathe Ford and offers the lowest pricing possible. Attachment A lists the vehicle to be replaced this fiscal year, vendor cost to build the vehicle, and total cost.

FISCAL IMPACT

The purchase order to Olathe Ford, in the amount of \$159,552, and the purchase order to Workhorse Graphics, in the amount of \$9,999, will be charged to the Fleet Replacement account shown on the table below. The total cost of the two purchase orders combined is \$169,551.

Description	Purchase Order Amount	Account	Available Balance
Olathe Ford	\$159,552	620609831.5705 Fleet Replacement	443,942
Workhorse Graphics	\$9,999		
Total	\$169,551		

Monthly replacement, maintenance and operation costs in the amount of approximately \$2,182 will be collected for the Bookmobile for a total annual cost of \$26,186.

COMMISSION OR COMMITTEE REPORT

Does not apply.

CITY ATTORNEY'S ANALYSIS

Purchases must be made according to the procedures set forth in Chapter 28A of the City Code.

Prepared by: Casey Van Der Linden, Fleet Manager
Reviewed by: Hamid Bahadori, Public Works Director
Submitted by: Jonathan Borrego, City Manager

ATTACHMENTS:

1. Staff Report
2. Attachment A
3. Sourcewell quote from Olathe Ford
4. Quote from Workhorse Graphics