

**WHATCOM COUNTY  
PUBLIC WORKS DEPARTMENT**



**EQUIPMENT SERVICES DIVISION**

901 W. Smith Road  
Bellingham, WA 98226-9610  
Phone (360) 778-6400  
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**Garrett Reynolds, Superintendent**

**Elizabeth Kosa**  
Public Works Director

**MEMORANDUM**

**To:** The Honorable Satpal Singh Sidhu, County Executive; and  
The Honorable Members of the Whatcom County Council

**Through:** Brad Bennett, AS Finance Manager *BB*

**From:** Elizabeth Kosa, Public Works Director  
Brett Piepel, Public Works Equipment Services Assistant Superintendent

**Prepared By:** Kyle DeVries, Purchasing / Stores Lead

**Date:** April 11, 2024

**Re:** Washington State Contract 02020 (Vehicle Upfit Equipment)

**Requested Action**

The Public Works Equipment Services Division is requesting County Council and County Executive approval to purchase the vehicle upfit equipment as needed from the Washington State Bid Procurement List through December 31 2024 (current state contract term is for the period of 9/1/2020 through 8/31/2026).

VENDOR	STATE CONTRACT	EXPIRATION DATE	ANNUAL EXPENDITURES NOT TO EXCEED
JR Setina Manufacturing Co.	02020	August 31, 2026	\$125,000

This state contract has been awarded to JR Setina Manufacturing Company of Olympia, Washington.

**Background and Purpose**

The Equipment Services Division uses this vehicle upfit equipment regularly on Sheriff's fleet vehicles. Vehicle upfit equipment includes interior partitions, push bumpers, and other law enforcement vehicle equipment, and is purchased throughout the year to be used as needed.

In 2023, the Executive's Office approved a memo for Public Works to expend up to \$35,000 in 2024 for this equipment. However, due to the significant number of new Sheriff fleet vehicles anticipated to be received in 2024, Equipment Services is now requesting Council approve this request to increase 2024's annual expenditures to an amount not to exceed \$125,000.

**Contact**

Please contact Brett Piepel at 6405 if you have any questions or concerns.

**Funding Amount and Source**

These are regularly budgeted expenditures and funds exist in the ER&R Fund in the current budget.

**Recommended Action**

In accordance with WCC 3.08.030, I concur with this recommendation:

*Sara Winger*  
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Sara Winger, Senior Purchasing Coordinator

*05/10/2024*  
\_\_\_\_\_  
Date

Approved as recommended:

\_\_\_\_\_  
County Executive

\_\_\_\_\_  
Date of Council Action