City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

1. **Date submitted to Clerk's Office:** December 29, 2025

2. **Primary contact person and Department requesting agenda item:** Jessica Hughes, Fire Administration and Financial Business Manager

3. **Requested Council meeting date:** January 13, 2026

4. **Subject:** Sole Source procurement of Res Q Jack Stabilization struts/jacks for Asheville Fire Department

5. **Action Requested:** Adoption of a resolution authorizing the City in procurement of sole source products Res Q Jack rescue equipment from authorized distributor Emergency Apparatus for as long as they remain the exclusive authorized dealer of Res Q Jack, but also any successor in interest to it.

6. **Note if time sensitive, and why:**

7. **Potential fiscal impact(s) - if known by staff at time of request:** Funding for this purchase will come from the approved budget within the Capital Improvement Program (CIP) as part of the annual vehicle replacement program.

8. **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE)**
    - Researched cooperative purchasing listings for Res Q Jack. None found.
    - Contact Res Q Jack company in Elmira, NY referred to Emergency Apparatus as their only authorized dealer in NC.
    - Letter from Res Q Jack and Emergency Apparatus to confirm above claims.

9. **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:**
    - N/A

10. **Identify key issues:**
    - The Asheville Fire Department is equipping a new Heavy Rescue Apparatus.
    - The new apparatus will contain all the equipment to execute a rescue or sustain initial operational period in Heavy Vehicle and Machinery Extrication.
    - When called to an event as a local resource this apparatus will be able to initiate initial operations that set up the event for prolonged success with interoperable equipment.
    - When called as a NC EM or resource to the Task Force the apparatus will have all interoperable equipment to engage with NC resources as well as be the primary asset for a complete resource or heavy vehicle complement.
    - All NC Emergency Management resources are equipped with Paratech rescue struts and equipment. Res Q Jack Super X is the only interoperable Heavy Vehicle strut with Paratech