



## MEMORANDUM

**To:** Mayor and City Council

**From:** Casey McCaughan, Fleet Services Manager  
Mike Garza, P.E., Director of Public Works

**Date:** July 14th, 2026

**Reference:** Consider approval to purchase three (3) vehicles from Sam Pack's Ford through BuyBoard #724-23; for replacement of existing vehicles, as provided for in the Capital Replacement Fund, in the amount of \$192,518.65; and authorizing the City Manager to sign any necessary documents.

**2040: Sustainable Government**

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**Introduction:**

The purpose of this agenda item is to seek approval from Council for purchase of three (3) vehicles through BuyBoard # 724-23 Sam Pack's Ford for replacement of existing Public Works and Animal Services vehicles.

1. Public Works, Streets Division – Replace truck and reutilize flatbed with liftgate
2. Public Works, Utilities Division – Replace truck and reutilize service body.
3. Police Department, Animal Services – Replace truck and reutilize service body.

**Background:**

To operate a clean, efficient, and reliable fleet, Public Works sets an initial life expectancy on all vehicles & equipment introduced into the fleet. During its service life, each vehicle & piece of equipment is subject to close monitoring of availability, operating cost, accumulated miles/hours, condition, obsolescence, and the ability to perform required tasks. The vehicles being replaced have reached the end of useful service life and it has been determined that replacement is necessary.

The Buy Board is a national purchasing cooperative that offers access to competitively bid purchasing contracts. All purchasing cooperative contracts meet the procurement requirements of the State of Texas. This purchasing cooperative conducts the required procurement bid/RFP/RFQ process for the services/contracts that are available to its members (members are generally governments, schools, and non-profits). Their process mirrors what the City would do if we were to conduct all the legwork to procure bids for this project- advertising, official opening, evaluation/scoring of submittals, and Board approval by the purchasing cooperative Board. Utilizing a purchasing cooperative ensures

competitive pricing and provides increased efficiency to the procurement process. There are several cooperatives/buy boards the City utilizes for varying services and projects.

**Benefit to the Community:**

These vehicles are important for the everyday operations of Public Works and the Police Department to help provide a well-maintained city infrastructure and improve and maintain public safety in our community.

**Legal Review:**

The Procurement Division has reviewed the documents and determined that this is an appropriate method of contracting with the vendor.

**Fiscal Impact:**

The fiscal impact of this Agenda Item is \$192,518.65 as provided for in the Capital Replacement Fund.

**Recommendation:**

The Public Works Department recommends approval of this purchase.