



MEMORANDUM

To: Mayor and City Council

From: Billy Williams, Infrastructure Maintenance Supervisor
Kent Collins, P.E., Director of Public Works

Date: March 26, 2019

Reference: Consider approval for the purchase of one replacement vehicle in the amount of \$51,720.00 from Caldwell Chevrolet utilizing BuyBoard contract No. 521-16 and authorizing the City Manager to sign any necessary documents.

2030: Sustainable City Government: Excellent and Well-Maintained City Infrastructure and Facilities

General Information:

- Replacing vehicle that has reached the end of its service life in Public Works.
- Funding is included in the FY 2018-19 budget for this purchase.
- Contract pricing through BuyBoard cooperative purchasing program (no. 521-16)

Introduction:

In an effort to operate a clean, efficient and reliable fleet, Fleet Services 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 unit availability, operating cost, accumulated miles/hours, condition, obsolescence and the ability to perform required tasks. Replacements are based on the results of those observations.

Analysis:

The vehicle being replaced has reached the end of its life expectancy. In order to allow staff to be as efficient as possible in their daily routines it has been determined that replacement of this vehicle is prudent. To reduce downtime, maximize efficiency & productivity and provide a solid platform from which to operate, the replacement vehicle has been carefully selected with Fleet Services and the using department working closely together. The attached quote from Caldwell Chevrolet will reflect a \$400 BuyBoard fee.

Consequences of not approving this purchase include decreased equipment availability, increased operating costs and reduced service levels to the community.

Legal Review:

This agenda item did not require legal review.

Fiscal Impact:

The fiscal impact of this Agenda item is \$51,720.00; as budgeted.

Recommendation:

The Public Works Department recommends approval of this item.