



## MEMORANDUM

**To:** Mayor and City Council

**From:** Kent Collins, P.E., Director of Public Works  
Mindi Hurley, Director of Community Development

**Date:** August 11, 2020

**Reference:** Purchase of two replacement trucks for Public Works and Code Compliance

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### General Information:

- Replacement of one 11-Year-old vehicle in the Public Works Dept. and one 12 Year old vehicle in Code Compliance
- Funding is included in the FY 2019-20 budget for this purchase.
- Contract pricing through HGAC cooperative purchasing program (No. VE11-18) and BuyBoard cooperative purchasing program (No. 601-19)

### Introduction:

Consider approving the acquisition of two replacement vehicles. The first vehicle for Public Works in the amount of \$33,962.96 plus a single \$600 HGAC fee for a total of \$34,562.96, from Caldwell Country Ford utilizing HGAC contract no. VE11-18. The second vehicle for Code Compliance in the amount of \$30,235.28 plus a single \$400 BuyBoard fee for a total of \$30,635.28, from Caldwell Country Ford utilizing BuyBoard contract no. 601-19. The grand total for both vehicles is \$65,198.24, as budgeted, and authorizing the City Manager to sign any necessary documents.

### Analysis:

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.

The vehicles being replaced have reached or exceeded their life expectancy. In order to allow staff to be as efficient as possible in their daily routines it has been determined that replacement of these vehicle is prudent. To reduce downtime, maximize efficiency & productivity and provide a solid

platform from which to operate, the replacement vehicles have been carefully selected with Fleet Services, Public Works Department, and Code Compliance working closely together. The attached quote from Caldwell Country Ford reflects a \$600 HGAC fee and a \$400 Buyboard fee (These fees are associated with the purchase of both vehicles).

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

**Legal Review:**

These agenda items did not require legal review.

**Fiscal Impact:**

The fiscal impact of these agenda items total \$65,198.24, as budgeted.

**Recommendation:**

The Public Works and Community Development Departments recommend approval of these items.