



AGENDA MEMO
12/6/2016 Agenda

TO: Honorable Mayor and City Council

FROM: Elizabeth Anderson, Purchasing Manager

SUBJECT: Request for Approval to Purchase Parks, Warehouse Vehicles

BACKGROUND:

City staff requests approval to purchase two new vehicles. Both vehicles are planned replacements that can be purchased from Caldwell Country Chevrolet. The old vehicles will be sent to auction.

The Parks Department requests a 2017 Chevrolet 2500 Express extended cargo van. This van is used to carry equipment for special events in the City, such as large tents and chairs. It is also used when transporting delicate plants that would otherwise be damaged in transit in an open-air vehicle. The new item would replace a 1998 model vehicle. Purchase price is \$24,960.00.

The Warehouse requests a 2017 Chevrolet 1500 Silverado 4x2 Double Cab truck. This vehicle is used daily by Warehouse staff to pick up items that have been purchased at retail locations across the DFW metroplex area. The new truck would replace a 2006 vehicle. The purchase price of the new vehicle is \$23,715.00.

The total purchase price for both vehicles is \$48,675.00. If approved, these items will be purchased via BuyBoard contract # 521-16, thus satisfying state purchasing guidelines. Quotes and memos from Les Jackson, Fleet Manager are attached.

RECOMMENDATION:

Staff recommends the purchase of both vehicles from Caldwell Country Chevrolet for a total cost of \$48,675.00

- 2017 Chevrolet 2500 Express extended cargo van - \$24,960.00
- 2017 Chevrolet 1500 Silverado Double Cab truck - \$23,715.00