



AGENDA MEMO
12/4/2018 Agenda

TO: Honorable Mayor and City Council

FROM: Elizabeth Anderson, Purchasing Manager

SUBJECT: Consider Approval to Purchase Ford Escape for Utility Billing Department

BACKGROUND:

The Utility Billing Department would like to purchase a new Ford Escape. This is a planned vehicle replacement. The 2007 van that the department currently uses will be re-assigned to pool operations, and pool operations will send a 2006 Tahoe to auction.

This vehicle is used to distribute mail and packages between three City buildings, the Post Office, and private carrier offices. **Staff would like to purchase a 2019 Ford Escape. This vehicle is available from Caldwell Country Ford for \$21,454.00** via BuyBoard contract #521-16. BuyBoard contracts have been competitively bid and thus satisfy state purchasing guidelines.

A quote is attached.

RECOMMENDATION:

Staff recommends that Council approve the purchase of a 2019 Ford Escape for \$21,454.00 from Caldwell Country Ford.