

STAFF REPORT REGULAR MEETING

AGENDA DATE: May 16, 2023

DEPARTMENT: Public Works

TITLE:

Purchase Order with Allen Jay Fleet Sales for the procurement of fleet replacement vehicles.

SUMMARY:

The Purchase Order with Alan Jay Fleet authorizes the City to purchase 1 new Toyota Rav4 and 3 GMC Terrains for the Information Technology, Code Enforcement, and Building Departments at a cost not to exceed \$118,880.00.

BACKGROUND AND JUSTIFICATION:

The Fleet Maintenance Division is actively engaged in the maintenance, repair and replacement of City fleet vehicles. As part of the Fleet Replacement Master Schedule and in response to requests for additional vehicles to accommodate staff increases, the following vehicles have been scheduled for replacement or right-sizing to maintain an efficient fleet:

Division	Current Vehicle	Replacement Vehicle	Cost
Information Technology	2006 Ford Taurus SW	2023 Toyota RAV4 Hybrid LE AWD	\$31,094.00
Building Division	N/A New Position	2023 GMC Terrain SLE AWD	\$29,262.00
Building Division	2007 Ford Ranger Pickup	2023 GMC Terrain SLE AWD	\$29,262.00
Building Division	2007 Ford Ranger Pickup	2023 GMC Terrain SLE AWD	\$29,262.00

The vehicles are being purchased through the Sourcewell Cooperative Purchase Contract #2022-120716-NAF & 060920-NAF authorized vendor Alan Jay Fleet Sales. The vehicles are being purchased with extended warranties for 5 years / 75k miles, and at a total cost not too exceed \$118,880.00.

MOTION:

Move to approve/disapprove the Purchase Order with Allen Jay Fleet Sales at a cost not to exceed \$118,880.00.

ATTACHMENT(S):

Fiscal Impact Analysis

Quote – Toyota RAV4 Hybrid LE AWD

Quote – 3 GMC Terrain SLE AWD

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2023	2024	2025	2026	2027
Inflows					
Current Appropriation	0	0	0	0	0
Program Income	0	0	0	0	0
Grants	0	0	0	0	0
In Kind	0	0	0	0	0
Outflows					
Current Appropriation	\$118,880.00	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact	0	0	0	0	0
No. of Addn'l Full-Time Employee Positions					
	0	0	0	0	0

Existing Appropriation	
	Expenditure
Department	Building Permit
Division	Community Sustainability
GL Description	Machinery & Equipment
GL Account Number	103-2020-515.64-30
Project Number	NA
Requested Funds	\$87,786.00

Existing Appropriation	
	Expenditure
Department	City Garage
Division	Non-Departmental
GL Description	Machinery & Equipment
GL Account Number	530-9010-549.64-30
Project Number	GV2303
Requested Funds	\$31,094.00