

STAFF REPORT REGULAR MEETING

AGENDA DATE: November 7, 2023

DEPARTMENT: Public Works

TITLE:

Purchase Order with Alan Jay Fleet Services for the procurement of fleet replacement vehicles

SUMMARY:

The Purchase Order with Alan Jay Fleet authorizes the City to purchase one (1) Toyota Camry LE I4 and two (2) Toyota Prius LE vehicles for the Building Department and Fleet Division at a cost not to exceed \$83,986.00.

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
Community Sustainability	2004 Chevrolet Impala	2023 Toyota Camry LE I4	\$27,148.00
Community Sustainability	2006 Chevrolet Colorado	2023 Toyota Prius LE (Mid-Size)	\$28,419.00
Community Sustainability	2009 GMC Canyon Ext Cab PU	2023 Toyota Prius LE (Mid-Size)	\$28,419.00

The vehicles are being purchased through the Sourcwell Cooperative Purchase Contract #2022-120716-NAF & 060920-NAF authorized vendor Alan Jay Fleet Sales for a total of \$83,986.00

MOTION:

Move to approve/disapprove the Purchase Order with Alan Jay Fleet Sales at a cost not to exceed \$83,986.00.

ATTACHMENT(S):

- Fiscal Impact Analysis
- Quote – Toyota Camry LE I4
- Quote1 - Toyota Prius LE (Mid-Size)
- Quote2 - Toyota Prius LE (Mid-Size)

FISCAL IMPACT ANALYSIS

Five Year Summary of Fiscal Impact:

Fiscal Years	2024	2025	2026	2027	2028
Inflows/Revenues					
Appropriated (Budgeted)	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/Expenditures					
Appropriated (Budgeted)	\$83,986.00	0	0	0	0
Operating	0	0	0	0	0
Capital	0	0	0	0	0
Net Fiscal Impact <i>(If not budgeted)</i>	\$83,986.00	0	0	0	0
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	Building Permit
Division	Community Sustainability
GL Description	Machinery & Equipment
GL Account Number	103-2020-515.64-30
Project Number	NA
Requested Funds	\$56,838.00
Remaining Balance	\$27,162.00
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	NA

Contract Award - Existing Appropriation (Budgeted)	
	Expenditure
Department	City Garage
Division	Non-Departmental
GL Description	Machinery & Equipment
GL Account Number	530-9010-549.64-30
Project Number	AP2408
Requested Funds	\$27,148.00
Remaining Balance	\$172,852.00
Source of Revenue (i.e. Paygo. Current Revenue, Bond Money, Grants, etc.)	ARPA Funds