



To: Mayor and Town Council
From: Darnell Bond
Date: 1-7-2026
Re: Purchase of New Public Works Tractor

Purpose

The purpose of this memorandum is to request approval for the purchase of a new tractor for the Public Works Department to replace an aging and undersized unit that no longer meets operational or safety needs.

Background

The Town's existing tractor has reached a point where continued investment is no longer cost-effective. The unit is rusting, undersized, and has an estimated **\$15,000 repair bill** to remain operational. Even with repairs, the tractor would not meet current safety standards or workload demands. The unit has been appraised at **\$2,500** and will be retained for light-duty sidewalk work until it reaches the end of its usable life.

Operational and Safety Considerations

The proposed tractor would be larger and properly outfitted to safely perform hillside and roadside mowing, significantly reducing the need for staff to work in close proximity to traffic, steep slopes, and roadsides.

In addition, the tractor is better suited for daily maintenance activities than the Town's skid steer. Unlike the skid steer, which can damage turf and tear up asphalt during routine operations, the tractor is designed to operate on grass and paved surfaces with minimal impact. This will reduce surface damage, limit unnecessary repairs, and allow staff to perform maintenance more efficiently on a day-to-day basis.

Cost Consideration

Investing \$15,000 in repairs for the existing tractor would not address its rust-related deterioration, undersized capacity, or safety limitations. The purchase of a new tractor represents a more responsible long-term investment and reduces reliance on equipment that causes surface damage during routine use.

Tractor Purchase Comparison Chart

Dealership	Base Vehicle Price (per tractor)	Outfitting Cost (per tractor)	Outfitted Total (per tractor)	Notes
Kubota	\$54,323.41	\$8,520	\$62,843	
New Holland	\$ _____	\$ _____	\$ Awaiting quotes	
John Deere	\$ _____	\$ _____	\$ Awaiting quotes	



Recommendation

Staff recommends approval of the purchase of a new tractor outfitted for hillside and roadside mowing to improve safety, reduce equipment-related damage, and support daily Public Works operations.

Conclusion

Approval of this purchase will enhance operational efficiency, improve employee safety, and provide the Town with properly sized equipment designed for regular use and long-term service.

Respectfully submitted,



Respectfully submitted,

Darnell Bond III
Director of Public Works



To: Mayor and Town Council
From: Darnell Bond
Date: 1-7-2026
Re: Purchase of Two Public Works Trucks

Purpose

The purpose of this memorandum is to request approval for the purchase of two (2) new Public Works trucks vs the one currently budgeted to support increased operational capacity and departmental staffing.

Background

As Public Works staffing, service demand increases, and pending annexations, the need for additional, reliable vehicles has become critical. The current fleet is heavily utilized, has constant check engine lights associated with fuel issues and additional trucks are necessary to maintain service levels, improve efficiency, and reduce strain on existing equipment. To ensure fiscal responsibility and compliance with procurement requirements, pricing was obtained from at least three (3) different dealerships. Each quote includes both a base (non-outfitted) vehicle price and an outfitted price to reflect the equipment required for Public Works operations.

Cost Comparison

A comparison of the three dealership quotes is provided below, showing:

- Base vehicle cost
- Outfitting costs specific to Public Works needs
- Total cost per truck
- Total cost for two trucks

DPW Truck Purchase Comparison Chart (Two Trucks)

Dealership	Base Vehicle Price (per truck)	Outfitting Cost (per truck)	Outfitted Total (per truck)	Outfitted Total (2 trucks)	Lead Time	Notes
Waldorf Ford	\$56,000	\$16,295	\$73,788.50	\$147,577	3-4 weeks	
Waldorf Dodge	\$45,383.	\$16,295	\$62,167	\$124,334	10+ weeks	
Criswell Chevrolet	\$ _____	\$ _____	\$ _____	\$ _____	— weeks	
Apple Ford (Fleet)	\$54,074	\$17,000	\$71,074	\$142,148	3-4 weeks	



The outfitted pricing reflects the most accurate cost of placing the vehicles into immediate service and avoids future retrofit expenses.

Recommendation

Based on price, readiness, and overall value, staff recommends proceeding with the purchase of two (2) trucks from **Waldorf Ford** at a total cost of **\$147,577** as this option provides the best balance of cost efficiency, operational readiness, and long-term value to the Town.

Conclusion

Approval of this purchase will enhance Public Works' ability to meet Town cleanliness standards, respond to daily operational demands, and support expanded staffing levels. This investment aligns with the Town's goals for improved service delivery and operational accountability.

Please let me know if additional information is needed.

Respectfully submitted,
Darnell F. Bond

Gen Gov Admin Vehicle

Dealership	Base Vehicle Price (per truck)	Outfitting Cost (per truck)	Outfitted Total	Lead Time	Notes
Waldorf Ford	\$46,393.17	\$2,000	\$48,393.17	2 weeks	
Waldorf Dodge	\$44,377	\$2,000	\$46,377	2 weeks	
Criswell Chevrolet	\$_____	\$_____	\$_____	2 weeks	