



To: Dustin Anderson, Town Manager

From: Tom Vander Woude, Planning Director

Date: October 21, 2019

Re: Purchase of Replacement Vehicles

The Community Development Department seeks to purchase replacement vehicles for the Chief Building Inspector and Zoning Enforcement Officer. In order to reduce both initial purchase costs and ongoing maintenance and fuel costs, the Department is seeking to replace two pickup trucks with a smaller and more fuel-efficient SUV and a small sedan.

The following chart shows the vehicles being traded in.

Fleet #	Vehicle	VIN	Mileage
51	2005 Chevy 1500 pick up	1GCEC14X75Z217025	86,614
53	2005 Chevy 1500 pick up	1GCEC14X75Z156605	56,808

Staff solicited quotes for a new 2019 Ford Escape and a 2019 Ford Fiesta. Paul Heuring Ford submitted the lowest responsive quote. The following chart summarizes the responses.

Dealership	Currie Ford	Paul Heuring Ford	Lake Shore Ford
Vehicle 1 - 2019 Escape	23,936.18	19,981.00	21,316.00
Vehicle 2 - 2019 Fiesta	15,628.36	13,000.00	NO RESPONSE
Trade In*	(5,500.00)	(4,500.00)	(4,000.00)
Total**	34,064.54	28,481.00	17,316.00

*Trade In includes both vehicles

**Fees included in Total, but not shown on table.

The Town budgeted \$30,000 for a single vehicle replacement in the most recent general obligation bond. The cost for both vehicles, after subtracting the value of trading in our pickups, is within budget at \$28,481.00.

Munster purchasing policy states that an expenditure between \$20,000 and \$50,000 can be made by the Town Manager. I have included a purchase order and an invoice as an attachment to this memo. I recommend purchasing the above described vehicles.