

**Memorandum
Public Works Department**



To: City Manager
Subject: State Contract Purchase
Date: May 23, 2013
Number: 2013-100

The Public Works Department/Fleet Services Division is scheduled to purchase a new vehicle for the Parks Department this fiscal year. Fleet Services and Parks Department staff have discussed and agree on the vehicle type and options to replace the current vehicle being used by the department.

RECOMMENDATION:

The Public Works Department recommends that City Council authorize the State Contract purchase of one (1) 2013 Ford E250 Cargo Van from Landmark Ford Inc. in the amount of \$22,343.00. It is also recommended that an ordinance be drafted declaring the vehicle being replaced as surplus and permission be given to dispose of the vehicle in a manner that will be advantageous to the City.

Vendor: Landmark Ford Inc.
Payment Amount: \$22,343.00
Account Chargeable:
Fund: 601 Fleet Services
Division: 617 Fleet Services
Cost Center: 365 Automotive Replacements
Object Code: 56406 Motor Vehicle
Budget \$23,000.00

Requisition Number: R003975

Submitted by: Wm Woeckener, Fleet Services Director
Randy Tweet, Public Works Director

Approved by: Thomas Thomas, City Manager