



Agenda Item: Bid Award

Title: Award of Bid for Unit 8 Van with Trade-In

Recommended Council MOTION:

I move to award the bid for the replacement of Unit 8 to Ken Garff, Cheyenne, WY in an amount not to exceed \$66,145.00, amend the budget as appropriate, and authorize the Mayor and City Clerk to sign.

Administrative or Policy Goal:

Replace aging and worn equipment according to the City’s established replacement schedule as recommended by the Fleet Advisory Committee and Public Works Department and approved in the biennial budget.

Background:

The City has an established replacement schedule for vehicles and equipment that identifies recommended vehicle and equipment replacement according to a schedule that considers age, mileage, operating hours, and life expectancy. The Fleet Advisory Committee has developed this replacement schedule over the last several years. The replacement schedule provides the recommendations in the annual budget adopted by City Council.

The City Manager’s Office, IT Division, has funding to purchase Unit 8 Van. This unit was placed out for public bid and advertised according to the City’s Purchasing Policy. Bids were opened on November 29, 2022, with one bid received from Ken Garff.

Base Bid:	Trade:	Alternates 1 & 3:	Total:
Ken Garff Cheyenne, WY \$60,707.00	\$3,500.00	\$8,938.00	\$66,145.00

Legal/Statutory Authority: N/A

BUDGET/FISCAL INFORMATION:**REVENUE**

Source	Amount	Type
General Fund	\$66,145.00	City Managers Office IT Division
Other		
Total	\$66,145.00	

EXPENSE

Proposed Project Cost

Project Budget	Amount	Funds
Base Bid	\$60,707.00	Ken Garff Ford
Alternate 1	\$1,768.00	Idle Redution Technology
Alternate 3	\$7,170.00	Lift Gate
Trade in deduct	-\$3,500.00	Unit 8
	\$0.00	
Total Amount	\$66,145.00	

Amount spent to date (approved and adopted by Council)

Budget	Amount	Funds
Total Budget Allocation	\$55,552.00	100-6015-419.76-20
Less Amount Spent to Date		
Remainder of Budget	\$55,552.00	

Proposed Cost (Approval of this item authorizes preparation of a budget revision for the proposed amount)

Expenditures	Amount	Fund
Proposed Expenditure	\$66,145.00	100-6015-419.76-20
Current Budget	\$55,552.00	
Additional Amount Requested	\$10,593.00	Transfer of funds from unit 880 100-5085-424-76-20
Total Proposed Budget	\$66,145.00	

Responsible Staff:

Brooks Webb, Public Works Director
Shane Johnson, Street/Fleet Manager
Jonathan Rhodes, IT Division Manager

Attachments:

Bid Recommendation
Bid Contract