

Vicksburg Community Schools

Memo

To: Board of Education

From: Steve Goss,

cc: Keevin O'Neill

Date: February 12, 2024

Re: Request for authorization to purchase maintenance vehicles

The purpose of this memo is to request authorization to purchase two Ford F-350 pickup trucks for the facilities department. These trucks are intended to replace the department's 2001 and 2009 Chevrolet trucks, both of which are used for snow plowing and nearing the end of their useful lives.

The decision to request Ford F-350's resulted from several collaborative discussions including personnel from transportation, facilities, and the business office. The trucks' specifications were designed to meet the district's year-round maintenance and facility needs, including snow and ice removal.

Facilities Director Dewey Waterman developed a request for quotes ("RFQ") which was published on the State of Michigan's public bid website. As a result, the district received quotes from three dealerships, with the most competitive quote from a dealership in the Detroit area. Due to limited availability and uncertainty about delivery dates, Dewey contacted Denooyer Ford in Vicksburg, who did not respond to the RFQ to see if there was any way they might be able to help expedite the purchase. While Denooyer was unable to expedite delivery, they were able to offer a quote that was approximately \$700 lower than the lowest previously received quote.

Consequently, I am requesting approval to order the two trucks from Denooyer Ford at a unit cost of \$49,990 per truck, with a total estimated cost of \$100,780, including normal transaction fees.

The purchase, if approved, will be paid out of the District's general fund at the time of delivery. Please do not hesitate to contact me if you have any questions.