



MEMO

DATE: August 15, 2011

TO: Board of Trustees and Mr. David Meadows, Interim Superintendent

FROM: Linda Pannell
Finance Director

RE: Van and Truck Purchases

Julie Hinds and Marvin Nickels are requesting the purchase of a van and a truck for use by the maintenance department. Funds were budgeted for the purchase of 2 trucks. These funds will cover the purchase of a van and a truck. Several months ago during budget time, the van used by the district locksmith had been patched again and was running. It has since quit running, and the transportation foreman has advised that it is not worth further repair.

State contract dealers have depleted their state contract inventories, and there are no state contract 2011 models available because the 2012 state contracts are being prepared to be effective in October leaving us with the option to ask for quotes on the vehicles we need. After obtaining 5 quotes, Nancy was able to find a truck that was sitting on the vendor's lot for immediate possession. The truck quote of \$18,865.06 (only \$20 above state contract) is lowest of 5 quotes which were: \$24,407, \$23,396, \$22,695 and \$21,935. The cargo van for the locksmith was also located which will cost \$18,799.60, the lowest quote of three quotes. The other van quotes were \$25,435 and \$22,486. The van is also sitting on the lot for immediate possession. The total cost of the van and the truck will be \$37,664.66 with \$40,000 in the budget which leaves \$2,335.34 remaining in the budget. The district is currently renting a vehicle for the locksmith.

The second truck, originally budgeted, is still needed for the efficient use of manpower for grounds. The van was an unforeseen occurrence that needs to be purchased as soon as possible; however, the second truck remains a need and could be purchased from the money remaining in the budget line plus approximately \$16,500 from other district budgeted funds. The state contract dealer did not have a state contract truck on his lot, but he did agree to sell us a 2012 truck at state contract pricing of \$18,845 and would order it as soon as he receives a PO from us.

If allowed to make these purchases, Marvin intends to rotate the trucks in the maintenance department as follows:

- 1st new ½ ton truck to Electrician
- Electrician's truck (2008 F250 Ford) to Grounds Supervisor (2001 Chrysler)
- Grounds Supervisor's truck (2001 Chrysler) to Grounds Worker (Gates)

- 2nd new ½ ton truck with towing package to Grounds Supervisor
- Grounds Supervisor's truck (2008 F250 Ford) to Grounds Worker (Johnson)
- Grounds Worker's truck (1997 Ford-Johnson) to Grounds THS (Buchanan)
- Grounds THS truck (1988 Dodge-Buchanan) to Maintenance at THS
- THS maintenance (1987 Chevy purchased in 1992 would go to next asset sale.)

The 1996 van purchased in Dec.1995 (book value of \$1,361.50) needing to be replaced has had money spent on it the last few years with some of the issues being: replacement of the starter and the idler sensor, continuing air conditioner and heater problems, spent 3 weeks in the shop when it would not run (when we also rented) before this last occurrence when it was taken to the shop. The shop manager wrote the attached email to Marvin. This van, driven by the maintenance locksmith, contains the machines and parts needed for many of the lock repairs that occur in the district.

My involvement in this purchase has been for the budget funds and the search for vans and trucks that could be purchased quickly, at the lowest price we could find, and stay within the state purchasing laws. I am writing this memo only from that perspective. If additional more detailed information is needed, please contact Julie Hinds or Marvin Nickels. Your consideration for approval of these vehicle purchases to assist the maintenance crew in their efforts to keep the buildings and grounds in safe and proper condition is appreciated

copy to: Julie Hinds
Marvin Nickels