



San Elizario ISD
P.O. Box 920
San Elizario, TX 79849
Phone 915.872.3900
Fax 915.872.3903

MEMORANDUM

To: Members of the Board of Trustees
From: Leo Benitez, Supervisor-Support Services/Transportation
Jesus Martinez, Executive Director of Support Services
Subject: Approval of PO # 51440– Caldwell Country Ford
Date: June 25, 2024

HISTORY:

As part of our fleet cycling program, we replace older vehicles with new ones to keep our fleet in a safe and efficient operating condition. Cycling is done in phases for budgetary feasibility. The purchase of the van had previously been approved by the Board under PO# 49624, however, the original vendor will not be able to place an order for production until 2025. The Board then approved PO# 51124 for \$46,135 on 5/8/24 to purchase a model year 2023 van from a different vendor, but that van is now out of stock.

RATIONALE:

The purchase of this vehicles will improve our fleet dependability and efficiency while benefiting support operations. The van will store HVAC equipment and will be used to provide service at all district facilities. This vehicle will replace a 1998 Ford F-150 truck. The vehicle replaced by this purchase will be sent to auction once discard is approved.

The purpose of this agenda item to approve PO# 51440 under the vendor Caldwell Country Ford. Previously PO# 51124 was revised and approved, but that PO was issued to Caldwell Country Chevrolet and will now be closed instead.

BUDGET:

The funds to cover this purchase have been allocated from the 199-account budget.
Total cost is: \$48,730.00

ADMINISTRATIVE RECOMMENDATION:

The administrative recommendation is to approve the purchase order for Caldwell Country Ford.

Please check one: ☒ For approval ☐ Report / Information only ☐ Recognition only
☒ Attachment Included

San Elizario ISD's mission is to graduate students with skills to meet the demands of a changing world by promoting student success as non-negotiable, channeling resources to match learning needs of students, employ, and retain a quality staff so that San Elizario is a proud, innovative and academically superior district.