



## MEMORANDUM

TO: Mayor and City Councilmembers  
Steve Parker, City Manager

FROM: Twila Wood, Purchasing Manager

DATE: December 20, 2021

RE: Purchase of Fleet Vehicles

Staff solicited competitive bids twice for the purchase of the fleet vehicles authorized by the City's 2021-2022 Budget:

ITEM	BUDGET	BID
1/2 ton 4-door crew cab, 2WD, short bed Qty: 1 Public Works	\$50,000	\$38,289
1/2 ton extended cab, 2WD, short bed Qty:1 Facilities	\$35,000	\$37,144
1/2 ton extended cab, 2WD, short bed Qty:2 Parks & Recreation	\$90,000 (for 3)	\$37,144 ea.

One (1) bid was received from the original solicitation and was rejected because it was the sole bid and significantly over budget. Four (4) bids were received from the second solicitation. A bid tabulation is attached indicating Red McComb's Ford in San Antonio submitted the lowest qualified bid for all vehicles being purchased.

The extended cab truck for Facilities is \$2,144 over the \$35,000 budgeted. The additional funds needed to complete the purchase will be taken from another project that was completed under budget.

The Parks and Recreation equipment budget included \$90,000 for three (3) trucks. Bids were \$7,144 over the \$30,000 each budgeted for each truck. Based on those budgetary constraints, management decided to purchase only two (2) trucks and reallocate the remaining funds to cover other equipment purchases for the department.

Staff recommends approval of the bid awards as indicated.