

Aitkin County Board of Commissioners
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 2-19-14

Via: Roxy Traxler, Interim County Administrator

From: John Welle

Title of Item:

Equipment Purchase - Pickup Truck

Requested Meeting Date: 2-25-14 Estimated Presentation Time: (consent agenda)

Presenter: John Welle

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: 5001
- Expenditure line account # for this item is: 6600

Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
- Item may impact a bargaining unit agreement or county work policy. Yes No
- Item may change the department's authorized staffing level. Yes No



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

Provide (1) copy of supporting documentation NO LATER THAN Wednesday at Noon to make the Board's agenda for the following Tuesday. (If your packet contains colored copies, please provide (4) paper copies of supporting documentation as we do not have a color printer or copier.) Items WILL NOT be placed on the Board agenda unless complete documentation is provided for the Board packets.

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: February 19, 2014

Consent Agenda Item:

Equipment Purchase – Pickup Truck

Summary:

\$22,000 is budgeted in the 2014 Capital Equipment and Facilities Budget to replace an existing pickup truck, Unit #444. Quotes were requested from Aitkin Motor and Brandl Chevrolet, Buick and GMC, for a 2014 ½ ton four wheel drive extended/double cab pickup truck.

Brandl Chevrolet Buick GMC quoted a price of \$28,488.85 for a Chevrolet 1500 Double Cab truck. Aitkin Motor quoted a price of \$23,996 for a Ford F150 Extended Cab truck.

Based on the pricing, authorization is requested to purchase the Ford F-150 Extended Cab pickup truck from Aitkin Motor for the quoted price of \$23,996. Authorization is also requested to sell Unit #444 through an online auction service. Although this purchase is approximately \$2,000 over the budgeted amount, another recent 2014 capital equipment purchase authorized by the County Administrator resulted in an expenditure of just less than \$7,000 to replace Unit 047, steam cleaner, which was budgeted at \$10,000.