

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-25-2012

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

Equipment Purchase – Mechanic Service Vehicle

Requested Meeting Date: 10-2-12 Estimated Presentation Time: 5 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion only with possible future 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 Routine Business
- 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) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: September 25, 2012

Regular Agenda Items:

Equipment Purchase – Mechanic Service Vehicle

Summary:

On July 5, 2012, the Highway Department mechanic was involved in a crash that resulted in the mechanic service vehicle being a total loss. MCIT has since reimbursed for the cost of the loss, which was determined to be \$32,465. Having only a single mechanic service vehicle in our fleet, we have been operating without a service vehicle since the crash.

To get this vehicle back in the fleet as soon as possible before the winter snow and ice removal season, we have trying to find an available service vehicle that would meet our needs without having to order it and wait 10-12 weeks for it's delivery. Specifically, we have been looking for a one-ton chassis with a 9-foot long by 8 foot- wide service box and a 4000-pound crane.

A search of available vehicles throughout the upper Midwest during the last month has located a single unit owned by Towmaster Truck Equipment in Litchfield, MN for a cost of \$55,726. The vehicle is a 2012 3500 Chevrolet with a Palfinger 108D54VT service body and a Palfinger PSC 3216 4,000-pound crane. It was used as a demo and therefore has approximately 3000 miles on it.

I was not able to find another available vehicle for a price comparison. However, the \$55,726 quoted price is approximately \$4000 less the identical new vehicle priced through the state bid. The difference in cost between the replacement vehicle and the MCIT reimbursement is shown in the 2013 Capital Equipment Budget. Purchase of this vehicle from Towmaster for the stated price is requested.

