

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 12/31/13

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Approve Purchase of Used Vehicle – Aitkin Motors

Requested Meeting Date: 1/7/14      Estimated Presentation Time: consent

Presenter: \_\_\_\_\_

**Type of Action Requested** (check all that apply)

- For info only, no action requested       Approve under Consent Agenda
- For discussion only with possible future action       Adopt Ordinance Revision
- 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       Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale       Other (please list) \_\_\_\_\_
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_

**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: \_\_\_\_\_
- Expenditure line account # for this item is: 01-043-6620

**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.**



**OFFICE OF  
AITKIN COUNTY ASSESSOR**  
209 2<sup>nd</sup> ST N.W. Room 111  
AITKIN, MINNESOTA 56431  
Phone: 218/927-7327 – Fax: 218/927-7379  
[assessor@co.aitkin.mn.us](mailto:assessor@co.aitkin.mn.us)

## MEMO

December 31, 2013

To: County Board of Commissioners  
County Administrator

From: Mike Dangers, County Assessor 

Re: Vehicle Purchase

The County Assessor's Office is scheduled to replace one appraiser vehicle in 2014. We have not replaced a vehicle since early 2012.

As part of this packet, please find a copy of the quote request letter and a copy of the list of quotes received from Aitkin Motor Co. We did not receive a response from Brandl Motors prior to the deadline given in the request.

We recommend the purchase of vehicle #1 on the Vehicle Quote Sheet. This is a 2012 Ford Escape SUV with approximately 54,000 miles on it. This is not the lowest bid listed but this vehicle is much newer and has lower miles than vehicle #5. We do not recommend vehicle #5 since if this vehicle would be held by the County for 6 years as planned, it would be 14 years old when finally sold. That age would likely present problems with reliability and maintenance expense toward the end of the ownership period.

We also do not recommend vehicle #2 since it has a V6 engine versus a 4 cylinder. The estimated fuel cost savings over the life of vehicle #1 will more than make up the \$700 price difference between this vehicle and vehicle #2. Also, vehicle #1 has better tires than vehicle #2.

The Assessor's Office needs a vehicle like this to better access remote areas of the County, especially in the winter months. Our workload does not allow the appraisers to complete the assessment field work prior to the winter months. Without the four wheel drive vehicles, the quality of the assessment would suffer.

The vehicle that we are replacing, a 2005 Chevrolet Equinox, will be sold to the Aitkin County Environmental Services Office for their field work.

The funds reserved for vehicle purchase, plus the proceeds from the Equinox sale, plus a portion of current year budgeted funds are altogether sufficient to cover the vehicle purchase expenditure of \$16,200 plus tax and fees. Please authorize the purchase of this vehicle. Contact me with any questions. Thank you.



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AITKIN, MINNESOTA 56431  
Phone: 218/927-7327 – Fax: 218/927-7379  
**assessor@co.aitkin.mn.us**

December 20, 2013

Aitkin Motor Co.  
108 2<sup>nd</sup> St. NE  
Aitkin, MN 56431

### Request for Quotes

The Aitkin County Assessor's Office is replacing one of our four-wheel drive vehicles. We would appreciate a price quote for any vehicle that you have available that meets our specs.

We are considering either a small SUV or a compact truck. We prefer something that is fuel efficient and capable of traveling off-road on an occasional basis.

Please submit quotes on the enclosed form. You may provide quotes for multiple vehicles and submit more than one form. The County reserves the right to accept quotes on an individual vehicle basis. The County also reserves the right to reject any and all quotes. We will not be offering a trade-in as part of this purchase.

Quotes should include delivery to Aitkin. The quoted prices shouldn't include sales tax. Please submit sealed quotes to the following address:

Aitkin County Assessor  
Attn: Mike Dangers  
209 2<sup>nd</sup> St NW Rm 111  
Aitkin, MN 56431

We should receive the quotes by noon on December 30, 2013. Aitkin County will review the quotes, inspect the vehicles, and inform vendors of winning quotes by 5pm on Tuesday December 31, 2013.

If you have any questions, please give me a call at (218) 927-7340.

Sincerely,

Mike Dangers  
Aitkin County Assessor

Aitkin Motor Co

927-2169

RECEIVED  
DEC 30 2013  
BY: [Signature]

Vehicle Quote Sheet

Small Sport Utility Vehicles or Small Trucks

(All should be used/pre-owned, have 4 wheel drive, air conditioning, and power steering)

	Year	Make	Model	Mileage	Engine Type	Color	Warranty	Features - Please check options below					Quote Price (without sales tax)
								Power Locks	Power Windows	Remote Entry	Rear Defrost	Cruise Control	
1	2012	Ford	Escape	54xxx	2.5L 4Cyl	Blue	Remainder of 5yr-60,000	X	X	X	X	X	16,900
2	2011	Ford	Escape	42xxx	3.0L V6	Red	5yr-60,000	X	X	X	X	X	16,200
3	2012	Ford	Escape	22xxx	3.0 V6	Silver	3yr-36,000 5yr-60,000	X	X	X	X	X	19,400
4	2012	Ford	Escape	24xxx	3.0 V6	Red	3yr-36,000 5yr-60,000	X	X	X	X	X	19,400
5	2006	Ford	Escape	76xxx	3.0 V6	Red	30 days or 1000 miles	X	X	X	X	X	10,000
6													
7													
8													
9													
10													
11													
12													

3yr - 36,000 mile - Bumper to bumper - Warranty Start date is the Date it was first Sold.  
 5yr - 60,000 mile - Powertrain Also is what comes First year or miles.