

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

2L
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 3-19-14

Via: Roxy Traxler, Interim County Administrator

From: John Welle

Title of Item:

Equipment Purchase - Pothole Patch Trailer

Requested Meeting Date: 3-25-14 Estimated Presentation Time: (consent agenda)

Presenter: NA

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

HR Review

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
Roxy Traxler, Interim County Administrator

FROM: John Welle

DATE: February 19, 2014

Consent Agenda Item:

Equipment Purchase – Pothole Patch Trailer

Summary:

\$10,000 is budgeted in the 2014 Capital Equipment and Facilities Budget to replace our existing pothole patch trailer, Unit #39. This trailer has been used extensively for the past 15 years and is in need of costly repairs to keep it serviceable for another year. Originally scheduled to be replaced in 2013, the purchase was delayed to 2014 due to budget constraints.

Quotes were solicited for a replacement trailer with 2-ton capacity and a minimum 200,000 BTU propane burner. Quotes are summarized as follows:

Stepp Manufacturing Co. Inc., North Branch, MN – Stepp SPH 1.5 - \$15,572 (state bid contract 67054)

MacQueen Equipment, Inc, St. Paul, MN – Falcon MI10257 - \$16,492 (NJPA Contract)

Authorization is requested to purchase the Stepp SPH 1.5 model from Stepp Manufacturing for the stated price. If authorized, the additional cost over the budgeted amount will be paid from funds budgeted in the capital equipment budget for other future purchase, with a subsequent adjustment made in the 2015 Capital Equipment and Facilities Budget.