

## MEMORANDUM

**TO:** The Honorable Mayor and City Council

**FROM:** Sam Webb, Superintendent of Fleet Services

**DATE:** March 21, 2022

**SUBJECT:** **Recommendation to Purchase One (1) Replacement Van**

### Request

Approve the resolution for the purchase of one (1) replacement van for the Fleet Services Division of the Public Works Department.

### Background

The current Unit 11 is a one-ton capacity pickup truck that is used for picking up parts, delivering and picking up components for repair, and is requested for replacement. Staff has analyzed the usage of Unit 11 and determined that a more fuel-efficient vehicle with interior space to transport items would be better suited for the vehicle's application. The proposed replacement vehicle, a one-half ton capacity van, will weigh less and have a smaller displacement engine which will increase fuel economy from 10 miles per gallon (MPG) to 17 MPG.

Unit 11 is a 2003 model year vehicle and was originally scheduled for replacement in 2013. Now in its 20<sup>th</sup> year of service and with approximately 115,000 miles of use, Unit 11 has significant rust through on both the cab and pickup box. Replacement of Unit 11 was postponed from CY2021 due to the effects of COVID 19 and supply chain disruptions.

This request supports the City of Wheaton Strategic Plan 2021-2025 Strategic Priority #1 (Financial Stability) and Strategic Priority #5 (Environmental Stability) by lowering costs through reducing fuel usage and by decreasing Carbon Dioxide emissions.

### Joint Purchase

The City is a member of the Northwest Municipal Conference ("NWMC"), a corporate organization representing municipalities and townships located within the State of Illinois and Counties of Cook, DuPage, Kane, Lake, and McHenry. The City participates in the NWMC Suburban Purchasing Cooperative ("SPC"), which permits local governments to purchase commodities and services according to contracts negotiated by the NWMC, resulting in significant savings for the City. The requested replacement vehicle is available for purchase from Currie Motors Fleet in Frankfort, Illinois using competitively bid cooperative contract #207. Procurement has reviewed SPC cooperative contract #207 to ensure compliance with the competitive bid process to solicit, evaluate, and award cooperative purchasing contracts for goods and services.



**Budget Impact**

\$31,518 is budgeted in the CY2022 Vehicles account of the Fleet Services Fund. The requested replacement vehicle costs \$26,736 including upfitting and is \$4,782 under-budget:

<b>Unit</b>	<b>Budget</b>	<b>Vehicle Cost</b>	<b>Total Cost w/ Upfitting</b>	<b>Amt (Over) Under Budget</b>
<b>11</b>	\$31,518	\$26,611	\$26,736	\$4,782

**Recommendation**

Staff recommends that the City Council adopt the resolution authorizing the purchase of one (1) 2023 Ford Transit Van through SPC contract #207 and Currie Motors Fleet, for a total amount not to exceed \$26,611. Upfitting equipment and services will be purchased separately through existing contracts and within purchasing guidelines.

The specifications proposal, quotation, SPC cooperative contract #207, and City's Purchase Order are on file in the City Clerk's office for review.

**RESOLUTION R-2022-**

**A RESOLUTION AUTHORIZING THE PURCHASE OF ONE (1) 2023 FORD TRANSIT VAN FROM CURRIE MOTORS FLEET THROUGH THE NORTHWEST MUNICIPAL CONFERENCE SUBURBAN PURCHASING COOPERATIVE FOR A TOTAL AMOUNT NOT TO EXCEED \$26,611**

**WHEREAS**, pursuant to the Illinois Governmental Joint Purchasing Act (30 ILCS 525/1, et seq.), the City may purchase personal property, supplies, and services joining with other governmental units; and Illinois State Statutes authorize municipal governments to jointly purchase supplies; and

**WHEREAS**, the City is a member of the Northwest Municipal Conference (“NWMC”), a corporate organization representing municipalities and townships located with the State of Illinois and Counties of Cook, DuPage, Kane, Lake, and McHenry; and

**WHEREAS**, the City participates in the NWMC Suburban Purchasing Cooperative (“SPC”), which permits local governments to purchase commodities and services according to contracts negotiated by the NWMC, resulting in significant savings for the City; and

**WHEREAS**, the SPC contract #207 has been publicly and competitively bid for vehicle and heavy equipment sales; and

**WHEREAS**, the SPC has identified Currie Motors Fleet located in Frankfort, Illinois, as the low responsible bidder for SPC cooperative contract #207; and

**WHEREAS**, the City budgeted funds in the Vehicles account in the Fleet Services Fund in an amount of \$31,518; and

**WHEREAS**, the corporate authorities of the City of Wheaton have determined that it is in the best interest of the City to procure one (1) 2023 Ford Transit Van for the Fleet Services Division of the Public Works Department from Currie Motors Fleet located at 21315 Central Avenue, Frankfort, Illinois 60443 in accordance with SPC cooperative contract #207 for a total amount not to exceed \$26,611.

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and the City Council of the City of Wheaton, Illinois, that:

Section 1. The foregoing recitals are incorporated into and made a part of this Resolution as findings of the Mayor and the City Council.

Section 2. The City’s Purchase Order #2023027 for one (1) 2023 Ford Transit Van for the Fleet Division of the Public Works Department from Currie Motors Fleet located at 21315 Central Avenue, Frankfort, Illinois, 60443 in accordance with SPC cooperative contract #207, for a total amount not to exceed \$26,611 is hereby authorized (the “Purchase”).

A copy of the City’s Purchase Order #2023027 is on file with the City Clerk’s office as Exhibit A to this Resolution R-2022-\_\_\_ and is hereby incorporated into this Resolution and made a part hereof as if fully set forth herein; and a copy of the Suburban Purchasing Cooperative contract #207 is on file with the City Clerk’s office as Exhibit A to Purchase Order #2023027 and is hereby incorporated into this Resolution and made a part hereof as if fully set forth herein.

Section 3. City staff is authorized and directed to undertake any and all other tasks necessary, or in furtherance of, completion of the Purchase transaction.

**ADOPTED** this 21<sup>st</sup> day of March 2022.

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Mayor

ATTEST:

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City Clerk

Roll Call Vote:

Ayes:  
Nays:  
Absent: