

Summary statement:

The City needs to replace its 1988 bucket lift truck due to the vehicle's age and condition. The lift boom needs repairs but cannot get certified in the State; the bucket is cracked; the vehicle needs new tires and wheels; and parts for the boom mechanism are no longer available because the manufacturer is no longer in business.

A new bucket lift truck will cost approximately \$200,000. It is not cost-effective to purchase a new truck because this equipment is used only occasionally to maintain street lights and perform other work needing a lift bucket. The City could purchase a used, more recent model bucket lift truck that will meet our maintenance needs for about \$55,000, plus shipping costs.

In reference to PMC 3.21.280, Waiver of formal procedures, this action memorandum will authorize the city manager for this purchase only to waive the formal procurement procedures in the best interests of the City to allow the purchase of a used bucket lift truck for an amount not to exceed \$60,000, which includes inspection and shipping costs.

City code requires that procurements of more than \$50,000 follow a formal, sealed, competitive bid process. However, these procedures are not suited to the purchase of used equipment. Used equipment dealers will not submit a bid that holds them to a specific vehicle and price because everything on their lot is "subject to previous sale"—that is, anyone can buy it at any time. Also, the age, condition and suitability of used equipment can vary, which makes it difficult to produce standard bid specifications.

Public Works will advertise and distribute to at least three used equipment dealers a request for quotes for a used bucket lift truck. The request will contain minimum standards, such as a maximum age of the used equipment, adequate lift bucket height, panel storage boxes, price range, etc. Public Works will review the quotes, investigate the condition of the proposed pieces of equipment and purchase the equipment that best meets the City's needs.

In the 09 Administrative Expenditures, there is \$91,711 designated for Public Works Equipment that can be used as the source of funds to purchase this vehicle.

Administration recommendation: Approve action memorandum 13-072.