



# TOWN OF JACKSON

## TOWN COUNCIL

### AGENDA DOCUMENTATION

**PREPARATION DATE:** August 29<sup>th</sup>, 2018  
**MEETING DATE:** September 4<sup>th</sup>, 2018

**SUBMITTING DEPARTMENT:** Public Works  
**DEPARTMENT DIRECTOR:** Floren Poliseo  
**PRESENTER:** Johnny Ziem

**SUBJECT:** To Award Bid # 19-03 for the purchase of an All-Wheel Drive Wagon

#### STATEMENT/PURPOSE

The purpose of this item is to accept and award Bid # 19-03 for the purchase of an All-Wheel Drive Wagon for the Town Administrator position.

#### BACKGROUND/ALTERNATIVES

The Public Works Department administers the bidding and purchasing of all new vehicles for the Town of Jackson. When tasked with the purchase of any new vehicle, Public Works will work directly with each submitting department to consider current and future vehicular needs, potential vehicle types, and how each vehicle will be used. This information is important because each department has been challenged to look for efficiency gains when making new vehicle purchases (when possible).

This vehicle will be purchased for and assigned to the Town Administrator position. The current vehicle being used by any position is usually traded upon final purchase of the new vehicle. Staff feels that the current vehicle being used by this position (Chevy Sonic) would serve the need of a parking enforcement vehicle for the Police Department. As you may recall in the July 2<sup>nd</sup>, 2018, Town Mangers Report, the Police Department was looking for a replacement of the all-electric GEM currently being used for parking enforcement. Public Works and the Police Department both agree that the Chevy Sonic would serve the Town's parking enforcement needs, therefore not requiring the purchase of new gas-powered ATV (est. \$20,000).

The Public Works Department sent out advertisements for bids both locally and regionally. Staff received one bid on August 23<sup>rd</sup>, 2018 at 3 P.M.

#### ATTACHMENTS

Year	Type of Vehicle	Budgeted Amount	Capital Cost	City MPG	Annual Miles	Est.		
						Average	Annual Gallons Used	Annual \$ per/gal
2019	Subaru Forester	\$44,540.00	\$31,550.00	26	5,231	210	\$630.00	\$63,256.00

## FISCAL IMPACT

The one bid received is listed below. For FY19, we show a budget of \$44,540 for the All-Wheel Wagon vehicle.

<u>Vendor</u>	<u>Vehicle Type</u>	<u>Unit Cost</u>
Teton Motors, Jackson, WY	All-Wheel Drive Wagon	\$31,550.00

## STAFF IMPACT

Staff impact will be minimal.

## LEGAL REVIEW

Town attorney review is required before final transaction to purchase new vehicle.

## RECOMMENDATION

Staff recommends Town Council accept and approve Bid #19-03 for the purchase of a new 2019 All-Wheel Drive Wagon and award to Teton Motors of Jackson, Wyoming, in the amount of \$31,550.00.

## SUGGESTED MOTION

I move to accept and approve Bid #19-03 for the purchase of a new 2019 All-Wheel Drive Wagon and award to Teton Motors of Jackson, Wyoming, in the amount of \$31,550.00.