



City of Wheaton
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City of Wheaton, Illinois

www.wheaton.il.us

TO: Don Rose City Manager
FROM: Joan M. Schouten, MBA CPIM CPPB Procurement Officer
DATE: March 29, 2016
RE: Recommendation to Award

Trailer Mounted Hydraulic Excavation Machine

Solicitation Process: Co-operative: NJPA
Recommended Dealer: Ditch Witch

Fund: Municipal Garage **Account#:** 60070647-70050 **Account Description:** Vehicles **Fiscal Year:** 15-16
Budget: \$110,000
Request for Purchase: \$ 74,259
Budget Impact: (\$ 35,741) under budget (exclusive of potential trade-in value of \$5,000)

Background: The city's decision to purchase the above equipment is based on the following:

- The Public Work's Water Department requires access to underground water mains.
- This vehicle will replace #119, a 2002 Vac Souce VT500D with 517 hours of use.
 - The current vehicle requires significant and costly repairs due to normal use and age.
 - This unit will be traded in for an approximate value of \$5,000.
- The above replacement has been reviewed and approved by the vehicle committee. The vehicle committee has considered down-sizing, right-sizing, fuel footprints and operational efficiency in reviewing these purchases.
- Per expected life cycle planning, this unit should have been replaced in 2015. The vehicle committee approved the delays due to other vehicles having a higher priority for replacement.

Attachments: Fleet Purchase Request... per Sam Webb

MEMORANDUM

Sam Webb *SW*
Fleet Superintendent

TO: Joan Schouten
DATE: March 23, 2016
SUBJECT: Replacement of Unit 119

Please see the attached information supporting the request to replace unit 119 which is a trailer mounted hydraulic excavation machine used by the Public Works Water Division. The contract for the replacement unit is through the NJPA.

The total budgeted amount for this purchase is \$110,000. Cost of the purchase is \$74,259.58 which is \$35,740.42 under budget. Funds are available in account 60070647- 70050 for vehicle and equipment capital purchases for FY2016.

Replacement of unit 119 has been recommended by the vehicle committee and the replacement is in the final budget. The current unit is in need of significant and costly repairs due to normal use and age. The chart below reflects the total purchase amount of the requested unit.

Please proceed with a recommendation to purchase this equipment through the NJPA.

UNIT	DESCRIPTION	BUDGETED	ACTUAL COST	NET RESULT	PROCESS	LOWEST PRICE COMPETENT VENDOR
119 PW/WATER	2016 DITCH WITCH FX50 TRAILER MOUNTED HYDRAULIC EXCAVATOR	\$110,000.00	\$74,259.58		NJPA	CHARLES MACHINE WORKS INC 1859 W FIR AVE PERRY OK 73077-0066
	SUB TOTAL	\$110,000.00	\$74,259.58	\$35,740.42 UNDERBUDGET		
	UNIT TOTAL			\$35,740.42 UNDERBUDGET		
TOTAL FOR THIS PURCHASE		\$110,000.00	\$74,259.58	\$35,740.42 UNDERBUDGET		