



# Agenda Cover Memorandum

Meeting Date: June 19, 2017

Meeting Type:  Committee of the Whole  City Council  Budget Workshop

Item Title: Approve the contract for Upfitting of One (1) Ford F450 Vehicle, PW-FY18-05, to Monroe Truck Equipment in the amount of \$45,051.00

Item Type:  Transfer  Budget Amendment  Purchase Order Increase  Other

Action Requested:  Approval  For Discussion  Feedback Requested  For Your Information

Staff Contact: Wayne Zingsheim, Director of Public Works Ph:(847) 318-5247 Email: wzingshe@parkridge.us

Background:

Staff issued an Invitation to Bid for Upfitting of One (1) Ford F450 Vehicle, PW-FY18-05, on May 23, 2017 in the Pioneer Press. Sixteen (16) firms registered via the City web site. At the public bid opening on June 6, 2017, one (1) bid was opened and read aloud. Monroe Truck Equipment has upfitted vehicles for the City in the past and staff has been satisfied with their work.

This vehicle was purchased thru the Northwest Municipal Conference Suburban Purchasing Cooperative (SPC) and was delivered from Currie Motors Frankfort Inc. on May 31, 2017. The F450 truck requires additional equipment that is not available through the factory. This 'upfitting' includes a combination dump/service body, central hydraulic system, and snowplow and warning lights.

This item was presented as an Action Item at the Committee of the Whole on June 12, 2017, at which time the Committee approved the motion on a roll call vote of 7/0.

Vendor and Transaction History:

Vendor Status:  Current  New

Is Purchase Order Request supported by existing contract:  Yes  No If Yes, date:

Is this an Annual Recurring Purchase Order:  Yes  No

Bid Process Used:  N/A  Price Quotes  Bid  RFP

Have Goods been received or Statement of Work completed:  N/A  Yes  No  
If Overage, approved by Department:  Yes  No Details:

Recommendation:

Approve the contract for Upfitting of One (1) Ford F450 Vehicle, PW-FY18-05, to Monroe Truck Equipment in the amount of \$45,051.00.

Budget Implications:

Does Action Require an Expenditure of Funds:  Yes  No

If Yes, Total Cost: \$45,051.00

If Yes, is this a Budgeted Item:  Yes  No  Requires Budget Amendment

If Budgeted, Budget Code (Fund, Dept, Object) 551 6020 990400

Attachment(s), if any:

- Scorecard

**SCORECARD BID TABULATION  
UPFITTING OF FORD F450 VEHICLE  
PW-FY18-05**



**Monroe Truck Equipment  
1051 W. 7th St.  
Monroe, WI 53566**

CRITERIA	AVAILABLE POINTS
General Firm Qualifications, including References*	10
Total Cost	90
	100

10
90
100

\* If a bid does not meet acceptable standards due to lack of adherence to specification, reference check failure, etc., the bid would be deemed non-responsive.

TOTAL COST (WEIGHTED AGAINST LOWEST BIDDER)

<b>Monroe Truck Equipment 1051 W. 7th St. Monroe, WI 53566</b>
<b>Unit Price</b>
<b>\$45,051.00</b>
<b>100%</b>
<b>90</b>

Items
Upfitting of Ford F450 Vehicle, per City specification
Weighted Percentage
Points Awarded