



Director's Justification Memo

DATE: 7/26/22

TO: Lucas Martsof, Assistant Township Manager

FROM: Bob Howland, Fleets Manager; Kelly Maurer, Director DPW

RE: IT Hybrid Vehicle Replacement

Munis Project Number: CP016

Munis Account(s): 3400 6430 6122



Check this box if the purchase is part of a capital project.

Project Title:

IT VEHICLE REPLACEMENT FORD ESCAPE

Purchase / Project Description:

Provide a detail description of the proposed requisition. (650 character limit)

Following recent supply issues, 2022 Ford Escapes are now available. The IT Dept 2011 Ford Escape Hybrid (#11072) was identified in the Capital Plan for replacement. These SUVs are being replacement due to costly mechanical failures and a hybrid battery failure imminent at a cost of over \$10,000. After fleet evaluation by administration, the IT vehicle is was chosen not to be replaced but to be shared with another existing admin vehicle. To maximize vehicle usage, the replacement vehicle will be assigned to the DPW Grounds Manager. The current Grounds Manager F150 will reassigned to the new facility crew member to increase productivity.

Purchase / Project Justification:

Describe why is this requisition is needed. What alternatives were considered? (650 character limit)

According to the Township's Fleet Replacement Program (FRP), this SUV is scored 24 (minimum for replacement) based on age (11 years), mileage, condition, and repair maintenance cost (hybrid battery replacement). The FRP score supports this vehicle replacement. For these reasons, this vehicle was included in the 2022 Capital Improvement Plan for funding as project CP016 at an estimated cost of \$27,500.



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Purchase Cost Details:

Provide a summary of the estimated costs. (650 character limit.)

A 2022 Ford Escape AWD SUV is currently available at Laurel Automotive Group as detailed on the attached quote. The replacement will utilize the COSTARS state contract pricing for 2022 Ford Escape SUVs at \$25,720. A higher trade value was negotiated, estimated at \$1,000 to \$6,000 for the existing hybrid SUV. With trade-in applied lowers the cost to \$19,720. This is within the project estimated in the Capital Budget at \$27,250.

Staff Recommendation:

Describe the basis of your recommendation. (500 character limit.)

Due to age, mileage, condition, cost for hybrid battery replacement and current availability, it is our recommendation to purchase one 2022 Ford Escape SUV for \$27,250. With trade-ins applied it lowers the cost to \$19,720. This SUV will be reassigned to the Public Works Grounds Manager. Funding is from Capital Fleet Budget 3400-6430-6122 (100%). This is available for immediate delivery.

Image:

(Attach image if, applicable.)