



DATE: July 26, 2022

TO: Daniel Santoro, Township Manager

FROM: Lucas Martsof, Assistant Township Manager

RE: Project/Purchase justification for the proposed purchase of a new vehicle for our Facility Division within Public Works (CP007)

After consultation with staff, I have reviewed the project/purchase noted above and recommend the Township Board of Supervisors consider authorizing the purchase of one (1) 2022 Ford Escape vehicle at the proposed total cost of \$19,720.00.

If the Board of Supervisors approve, it would authorize the Township to enter an agreement with Laurel Automotive Group via a cooperative State contract. Existing asset (2011 Ford Escape) which is currently being utilized by our IT department will be traded-in which reduced overall purchase total by \$6,000.00.

This project/purchase is needed at this time because the 2011 Ford Escape of age, mileage, condition, and repair and maintenance cost. In addition, the hybrid battery will soon need to be replaced which is a significant cost. If approved, this project/purchase will continue effective service delivery.

Thank you for taking the time to review and consider this request. Funding for this project was considered during capital improvement planning process. Please let me know if I can answer any further questions regarding this purchase requisition.