



Director's Justification Memo

DATE: 7/26/22

TO: Lucas Martsolf, Assistant Township Manager

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

RE: Planning Impala Vehicle Replacement

Munis Project Number: CP070

Munis Account(s): 3400 6430 6122

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

Project Title:

PLANNING IMPALA VEHICLE REPLACEMENT

Purchase / Project Description:

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

A fleet utilization evaluation by Administration has shown the two Planning Department 2013 Impalas are currently being under utilized with less than 1,000 miles on each in the last two years. Reasons given include lessened travel, lack of safety features and need for 4 wheel drive access to construction sites. To maximize vehicle usage, it is recommended to replace the two Impalas with one (1) 2022 Ford Escape, currently available for purchase.

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), these Impalas scored 25 and 27 (minimum 23 for replacement) based on age (11 years). The FRP scores support these vehicle replacements. For this reason, and to maximize vehicle usage, these vehicles are being recommended for replacement. These vehicles are being replaced based on fleet usage and vehicle availability.



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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 trade value was negotiated at \$6,000 per vehicle for the existing Impalas, or \$12,000 total for the two vehicles. The resulting price with trade in is \$13,720.

Staff Recommendation:

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

Due to age, lack of use, and current availability, it is our recommendation to trade the two Planning Department Impalas and purchase one 2022 Ford Escape SUV for a cost after trade of \$13,270. This SUV will be assigned to the Planning Department for use by all Administration employees. Funding is from Capital Fleet Budget 3400-6430-6122 (100%). This is available for immediate delivery.

Image:

(Attach image if, applicable.)