



March 7, 2014

To: Fox Cities Transit Commission

From: Sal La Puma, Assistant General Manager

Subject: Approve the release of a Request for Quote for the purchase of a Maintenance Service Vehicle

Background: Valley Transit's Maintenance Department utilizes a Service Vehicle within the department. This truck is used for emergency road-call services, bus shelter maintenance & installation and removal, parts and equipment pick-ups and delivery, snow plowing at the administrative offices and garage, and snow removal at bus stops and shelters as needed.

The current vehicle, a 1995 Ford pick-up truck, has exceeded its life expectancy and is experiencing numerous mechanical issues and the floor board has rusted through. The cost of the repairs that the truck requires far exceeds the value of the truck.

In December 2011, Valley Transit was awarded a State of Good Repair capital grant to purchase three replacement staff vehicles. This grant has an unspent balance of \$8,729 (\$6,983 grant/\$1,746 local) which can be applied to the purchase of this vehicle. The remaining cost of the vehicle will be funded through Valley Transit's 2013 capital grant allocation with the 20% local match provided through its depreciation account.

The estimated cost of the vehicle is less than \$31,000.

Recommendation: Staff recommends and requests approval to release a Request for Quote for the purchase of a Maintenance Service Vehicle.