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**APPLETON FIRE DEPARTMENT
700 N. DREW STREET
APPLETON, WI 54911**

MEMORANDUM

To: Alderperson Kathy Plank, Chair - Finance Committee
Members of the Common Council

From: Darrel Baker, Deputy Fire Chief

Date: March 21, 2018

Re: Request to Sell Obsolete Haz-Mat Pickup Truck to the Princeton Fire Department

The Appleton Fire Department Haz-Mat Team (Special Revenue Fund) purchased a 2006 Ford F250 ¾ Ton Crew Cab Pickup Truck in January 2006 for \$26,220. Recently, the Haz-Mat Team replaced that truck with a 2017 Ford F350 Pickup Truck.

Our department staff have discussed the disposal of the obsolete pickup truck with Fleet Manager, Bruce Brazee, who has agreed that getting \$8,000 would be a fair price for the 2006 pickup. The Princeton Fire Department is interested in purchasing the obsolete truck for \$8,000. The City's procurement policy allows for the 'sale, trade, transfer, or donation to an outside publicly funded agency'. The department has reviewed this proposal with Jeff Fait, Purchasing Manager, who agreed that the method of disposal and the price was acceptable for the 2006 pickup truck. However, the City's procurement policy also states that selling an item greater than \$2,500 to an outside publicly funded agency requires approval from the Finance Committee.

Therefore, the department respectfully requests permission to sell the 2006 Ford F250 ¾ Ton Crew Cab Pickup Truck to the Princeton Fire Department for \$8,000. If you have any questions or need additional clarification, please feel free to contact me at 832-5810. Thank you!

"Appleton Fire Department....serving with P.R.I.D.E."