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**DEPARTMENT OF PUBLIC WORKS**

**Operations Division**

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**MEMO**

To: CEA Review Committee

From: Nate Loper, Deputy Director of Public Works

Date: March 17, 2017

Subject: Request to add a message board as an accessory to pickup truck #671

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The Department of Public Works (DPW) is requesting approval to add a message board to pickup truck #671 when it is replaced in 2017. This truck will be a 2017 Ford F-250 Ext Cab and will primarily be used by the water construction team.

The message board will be used to help improve the safety of the motoring public, as well as the safety of DPW staff working in construction zones. It will be primarily used by the water division for operations that take place in the road right of way. The board will be located ahead of work zones to warn traffic about lane closures, detours or unusual situations ahead. It will also be used to help control traffic speed in work zones and to provide notice of current and anticipated roadway conditions. In addition, we plan to utilize this message board during our snow removal (hauling) operations for the benefits listed above.

We received three (3) quotes for the purchase of the message board. The unit will be a 72"W x 49"H Wanco, 3 line message board and will be installed in the bed of the truck by CEA staff. We plan to purchase the message board from Truck Equipment Inc. for \$9,335. The following is a summary of the submitted quotes for the message board.

Truck Equipment Inc.	-	\$ 9,335.00
Casper's Truck Equipment	-	\$ 9,878.00
Monroe Truck Equipment	-	\$ 10,720.00

Per CEA Policy, anyone requesting an "add-on" or "accessory" item must obtain CEA approval and also fund the item. Therefore, the Department of Public Works is requesting approval to add the message board to truck #671. The funds for the message board are included in the approved 2017 water utility budget.

Thank you for your consideration.