

City of Fayetteville Staff Review Form

2016-0260

Legistar File ID

6/7/2016

City Council Meeting Date - Agenda Item Only
N/A for Non-Agenda Item

Jesse Beeks/Sara Glenn

5/11/2016

Fleet Operations /
Transportation Services Department

Submitted By

Submitted Date

Division / Department

Action Recommendation:

A resolution to authorize the purchase of one 2013 Dodge Grand Caravan available through Lewis Automotive Group of Fayetteville, AR for the lowest quote received in the amount of \$17,771.00 for use by the Airport FBO, and to approve a budget adjustment.

Budget Impact:

9700.1920.5802.00	Shop Fund																														
Account Number	Fund																														
02081.2016	Police / Passenger																														
Project Number	Project Title																														
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Budgeted Item?</td> <td style="width: 15%;"><u>Yes</u></td> <td style="width: 30%;">Current Budget</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">342,177.51</td> </tr> <tr> <td></td> <td></td> <td>Funds Obligated</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td></td> <td></td> <td>Current Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">342,177.51</td> </tr> </table>	Budgeted Item?	<u>Yes</u>	Current Budget	\$	342,177.51			Funds Obligated	\$	-			Current Balance	\$	342,177.51	<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;">Does item have a cost?</td> <td style="width: 15%;"><u>Yes</u></td> <td style="width: 30%;">Item Cost</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">17,771.00</td> </tr> <tr> <td>Budget Adjustment Attached?</td> <td><u>Yes</u></td> <td>Budget Adjustment</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">17,938.00</td> </tr> <tr> <td></td> <td></td> <td>Remaining Budget</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">342,344.51</td> </tr> </table>	Does item have a cost?	<u>Yes</u>	Item Cost	\$	17,771.00	Budget Adjustment Attached?	<u>Yes</u>	Budget Adjustment	\$	17,938.00			Remaining Budget	\$	342,344.51
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V20140710

Previous Ordinance or Resolution # _____

Original Contract Number: _____

Approval Date: _____

Comments:

MEETING OF JUNE 7, 2016

TO: Mayor and City Council
THRU: Terry Gulley, Director of Transportation
FROM: Jesse Beeks, Fleet Operations Superintendent
DATE: May 11, 2016
SUBJECT: Purchase of one Courtesy Van for Airport

RECOMMENDATION:

That City Council approve the purchase of one 2013 Dodge Grand Caravan available through Lewis Automotive Group of Fayetteville, AR for the lowest quote received in the amount of \$17,771.00 for use by the Airport FBO, and to approve a budget adjustment.

BACKGROUND:

Fayetteville's Airport FBO has historically had two vehicles (on loan from Hertz) which we offered as a courtesy for pilots and transient crews to use to go to get a meal or run quick errands. Most FBOs have a courtesy vehicle or offer some sort of complimentary transportation service.

Recently it came to light that the vehicles were not covered by the City's auto insurance and as rental cars they could not be. Airport immediately took action to cover the need. In the interim they set up a corporate account with Green Cab to cover cab rides for transient pilots and crews to get a meal. This service has not been utilized nearly as often as the courtesy vehicles we had in the past and is clearly not what our customers prefer or expect.

Airport believes a courtesy vehicle is critical to the customer service aspect of the FBO. As stated earlier, most all FBOs have courtesy vehicles. By not having this courtesy, we risk losing our transient customer base and subsequently fuel sales. There have been customer complaints sent directly to Mayor Jordan because we did not have a vehicle available.

By purchasing a vehicle the City is filling the need of the FBO customers. This will also allow Arkansas Municipal League, the city's current insurance to cover the vehicle, like all other city vehicles.

DISCUSSION:

Fleet recommends the purchase of one 2013 Dodge Grand Caravan available through Lewis Automotive Group of Fayetteville, AR for the lowest quote received in the amount of \$17,771.00 for use by the Airport FBO, and to approve a budget adjustment. This van is a 4 door, extended SE model and will be large enough to transport the customers and any items they may have. It is in good condition with less than 60,000 miles.

BUDGET/STAFF IMPACT:

Airport had collected excess funds for the replacement of two other vehicles. These funds are in Fleet's Fund Balance account and are being requested to purchase a courtesy vehicle for the Airport.

This purchase was approved by the Equipment Committee on May 10, 2016.

Attachments:

PO – Purchase Requisition

BA – Budget Adjustment

City of Fayetteville - Purchase Order Request (PO)

(Not a Purchase Order)

**All PO Requests shall be scanned to the Purchasing e-mail: Purchasing@fayetteville-ar.gov.
Purchase shall not be made until an actual PO has been issued.**

Requisition No.: _____ Date: **5/11/2016**

P.O Number: _____

Vendor #: **7040** Vendor Name: **Lewis Automotive Group**

Mail YES NO

**Legistar#:
2016-0260**

Address: _____ FOB Point: _____

Taxable YES NO

Expected Delivery Date: _____

City: _____ State: _____

Zip Code: _____ Ship to code: **50**

Quotes Attached YES NO

Requester: **Sara Glenn**

Requester's Employee #: **3912**

Extension: **3485**

Item	Description	Quantity	Unit of Issue	Unit Cost	Extended Cost	Account Number	Project.Sub#	Inventory #	Fixed Asset #
1	2013 Dodge Grand Caravan, 4 door, extended SE	1	ea	17,771.00	\$17,771.00	9700.1920.5802.00	02081.2016	1311	701311
2	To be unit 1311 Fixed asset# 701311				\$0.00				
3					\$0.00				
4					\$0.00				
5					\$0.00				
6					\$0.00				
7					\$0.00				
8					\$0.00				
9					\$0.00				
10					\$0.00				
*	Shipping/Handling		Lot		\$0.00				

Special Instructions:
Quotes Attached

Subtotal: **\$17,771.00**
Tax: **\$0.00**
Total: **\$17,771.00**

Approvals:

Mayor: _____

Department Director: _____

Purchasing Manager: _____

Chief Financial Officer: _____

Budget Director: _____

IT Director: _____

Dispatch Manager: _____

Utilities Manager: _____

Other: _____



City of Fayetteville, Arkansas
Purchasing Department
Request and Quotations Form - Revised 8/25/2005

Amount	Quote Requirements	Notes
\$1000-\$2499.99	3 Verbal Quotes	Please put vendor names and quote amount in comment section of your P-Card/PO request. Please write "sole source" if it applies.
\$2500-\$20,000	3 Written Quotes	Purchases \$2500 and up cannot be processed by using a P-Card, you MUST USE A PO. Please make sure that your quotes are attached to your PO Request before you send it to Purchasing.
\$20,000 - above	Contact Purchasing Division	Formal Bid Process - Contact Purchasing Division

Quote Number: _____ Your records only GL Account Number: _____ 9700.1920.5802.00 02081.2016

Date: _____ Purchase Order Number: _____

Date Needed: ____ / ____ / ____ Department: _____ **Airport**

Taken By: _____

Description of Item (s):
Used Mini Van in good condition

Quantity: _____ 1 _____

Vendor List	Unit Price	Total Price	Terms/Remarks
Lewis Automotive Group Fayetteville, AR	\$17,771.00	\$17,771.00	2013 Dodge Grand Caravan
Superior Buick GMC Fayetteville, AR	\$22,300.00	\$22,300.00	2013 Chrysler Town & Country
Honda of Fayetteville Fayetteville, AR	\$27,700.00	\$27,700.00	2014 Honda Odyssey

Comments: