

# MAYOR & COUNCIL AGENDA COVER SHEET

**MEETING DATE:**

June 1, 2009

**CALL TO PODIUM:**

Walter J. DeBord

**RESPONSIBLE STAFF:**

Walter J. DeBord

**AGENDA ITEM:**  
(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

**PUBLIC HEARING HISTORY:**

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

<b>TITLE:</b>
Resolution of the Mayor and City Council Authorizing the City Manager to Enter into a Contract to Purchase One (1) 2009 Hook Loader Truck (\$124,849)

<b>SUPPORTING BACKGROUND:</b>
Unit # 2641 is a 1989 Ford Hook Loader Truck used for loose leaf pick up, watering, and anti-icing. Due to its age and condition it is in need of replacement. This unit will be sold at public auction when the new truck arrives.
A bid was advertised in the Gazette. Bid packages were also distributed to five local truck dealers. Sealed bids were opened and tabulated on May 5, 2009. The following bids were received.
RMS \$118,731.19
Criswell Chevrolet \$124,849.00
Baltimore Freightliner \$126,290.00
Freightliner Hagerstown \$130,425.00
King Pontiac Buick GMC \$131,619.00
The truck submitted in the bid by RMS did not meet specifications on two significant items. Therefore, staff recommends that the bid be awarded to the lowest bidder meeting specifications, Criswell Chevrolet, 503 Quince Orchard Road Gaithersburg, MD 20878.

<b>DESIRED OUTCOME:</b>
Vote on Resolution

# Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING  
TO EXPENDITURES FROM THE CITY BUDGET  
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: James D. Arnoult Date of City Council Meeting: June 1, 2009

## AUTHORIZING

Purchase  Award Contract \_\_\_\_\_ Transfer Funds \_\_\_\_\_ Negotiate/  
Execute a Contract \_\_\_\_\_

## BID INFORMATION:

Advertisement Date April 15, 2009  
Newspaper(s) Gaithersburg Gazette  
Bids Opened/Tabulated (date) May 5, 2009

## DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

**One 2009 Chevrolet C8500 Hook Loader Truck with Water Tank.**

## CONTRACTED/PURCHASE FROM:

Company Name: Criswell Chevrolet  
Street Address 503 Quince Orchard Road  
P. O. Box Number  
City/State/Zip Gaithersburg, MD 20878

CONTRACT/PURCHASE AMOUNT: \$124,849.00

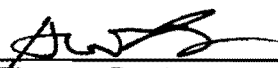
Check One: In the Amount of  Not to Exceed \_\_\_\_\_

FUNDS TO BE EXPENDED FROM: Operating Budget  Capital Improvements Budget \_\_\_\_\_

Account Number: Vehicle and Equipment Replacement Fund 100-310700  
(For Finance Department use only; not to be included in the Resolution)

## VERIFICATION OF AVAILABILITY OF FUNDS

Available  Not available \_\_\_\_\_

  
Finance Dept. Date 5/29/09

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE MAYOR AND CITY COUNCIL  
AUTHORIZING THE CITY MANAGER TO ENTER INTO  
A CONTRACT TO PURCHASE ONE (1) 2009  
HOOK LOADER TRUCK

WHEREAS, an invitation to bid was duly advertised in the April 15, 2009, issue of the *Gaithersburg Gazette*, and sealed bids were opened and tabulated on May 5, 2009; and

WHEREAS, the Mayor and Council have determined to award a contract to the lowest bidder meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of Gaithersburg, that the City Manager be and she hereby is authorized to enter into a contract to purchase one (1) 2009 Chevrolet Hook Loader Truck from Criswell Chevrolet, 503 Quince Orchard Road, Gaithersburg, Maryland 20878, in the amount of One Hundred Twenty-Four Thousand Eight Hundred Forty-Nine Dollars (\$124,849); said funds to be expended from the Vehicle and Equipment Replacement Fund.

ADOPTED by the Mayor and City Council this 1<sup>st</sup> day of June 2009.

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SIDNEY A. KATZ, MAYOR and  
President of the Council

THIS IS TO CERTIFY that the foregoing  
Resolution was adopted by the City Council  
in public meeting assembled on the 1<sup>st</sup> day  
of June 2009.

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Angel Jones, City Manager