

# REQUEST FOR PURCHASE IN EXCESS OF \$20,000/CHANGE ORDER



**To:** Mayor and City Council

**From:** Jennifer Bennerotte, Communications & Technology Services  
Director

**Date:** March 19, 2013

**Subject:** Request for Purchase – 2013 PV5 Grand Caravan

**Agenda Item #:** IV.C.

**The Recommended Bid is**

Within Budget

Not Within Budget

**Date Bid Opened or Quote Received:**  
March 8, 2013

**Bid or Expiration Date:**

**Company:**  
Dodge of Burnsville

**Amount of Quote or Bid:**  
\$20,880 (State contract)

**Recommended Quote or Bid:**  
Dodge of Burnsville

## General Information:

The Communications & Technology Services Department's 2004 Crown Victoria is scheduled for replacement this year. Because the department's new mobile video production system will not fit in a sedan and because a sedan is not ideal for transporting personal computers and other pieces of technology, staff recommends the purchase of a seven-passenger Dodge Grand Caravan with State contract pricing. The vehicle will be paid for out of the department's Equipment Replacement Fund.

Equipment Operations Supervisor Greg Bretson of the Public Works Department, Video Production Coordinator Scott Denfeld and I.T. Specialist Nick Lovejoy recently test drove a Grand Caravan and verified that the vehicle will meet the department's needs and that its equipment will fit inside.

The minivan will be one of the few in the City's fleet large enough to transport small groups and will be made available to other departments and groups as needed.

Once the van is delivered in 90 to 120 days, the Crown Victoria will be turned over to the Public Works Department for auction in the future.